

Mattcon General Contractors, Inc.

Pay Application Procedure

Before you send in any Pay Applications, be sure you have submitted the following to the Mattcon office:

1. A detailed Schedule of Values (SOV) broken down by labor and material on an AIA form.
2. Your signed Subcontract (S/C) or Purchase Order (P/O) and all associated Exhibits. All pages of the S/C must be initialed and the last page of the S/C or P/O must be signed. Pay special attention to Exhibit D - List of Subcontractors/Suppliers. This list should include yourself and all your subcontractors and suppliers. The total on Exhibit D should match the total amount of labor and material on the Schedule of Values.
3. If this is the first time you are a subcontractor for Mattcon, register at www.myCOIregistration.com upon receipt of an Introduction letter from myCOI and Mattcon. If you do not receive an Introduction letter, please contact Bobbi at Mattcon to have one sent to you. MyCOI will contact your insurance agent(s) directly for Certificate(s) of Insurance that comply with the requirements listed in the Subcontract. No payments will be issued until a correct and complete COI is received. If you were a subcontractor for Mattcon in the past, your agent will be automatically contacted for the COI and no action is required from you at this time.

For each Pay Application submitted:

1. Pay Applications must be submitted on an AIA Document G702 and G703.
2. You may fax your Pay Application to Mattcon to meet the submission deadline but please mail the original as well. We will not pay from faxed Pay Applications.
3. Do not bill for unapproved C/Os. Only approved C/Os should be billed on Pay Applications. If you bill for an unapproved C/O, the Pay Application will be altered to remove the unapproved C/Os.
4. The Continuation page (G703) *must* be broken down into items and each item *must* be broken down into Material and Labor. The provider of the Material or Labor should then be listed on each line on the Continuation page.
5. An original Exhibit E lien waiver must be attached to each Pay Application. This is a conditional waiver that states that you release all lien rights upon payment by Mattcon. The Exhibit E lien waiver must be signed by you (the subcontractor or supplier) and notarized. It can be made out for the Current Amount Due this Pay Application or for the full amount of the contract.
6. If you are a subcontractor, a *Source of Material and Labor for Work Completed This Period* must be completed and attached to each Pay Application. If you are a Purchase Order holder, a *Source of Material Supplied This Period* must be completed and attached to each Pay Application. Please see those documents for specific instructions on how to complete. Over the course of the job, the *Sources of Material* documents should match the Exhibit D you provided at the start of the job.
7. Based on the *Source of Material* document submitted in Step 6, an Exhibit E100 or Exhibit J lien waiver must be submitted for each subcontractor and supplier listed in lines 4 - 10. If not available when the Pay Application is submitted to Mattcon, E100s and Exhibit Js may be faxed into the Mattcon office, however, payment will not be issued until all Exhibit E100s and Exhibit Js are received. If you have used material from stock, please contact your Mattcon Project Manager or Bobbi Eline (email: bobbie@mattcongc.com) for a Letter of Indemnity.

For your convenience, the following forms are attached:

- Sources of Material and Labor for Work Completed This Period (For S/C holders)
- Sources of Material Supplied this Period (For P/O holders)
- Exhibit E lien waiver
- Exhibit E100 lien waiver
- Exhibit J lien waiver

**Sources of Material and Labor
for Work Completed This Period
(For S/C holders)**

Your Company Name: _____

Pay Application # _____

Period Ending Date: ____/____/____

Job: _____

| J Provider | K Type of improvement furnished | L Amount due this pay app | M Amount to be paid by you | N Amount of joint check |
|-------------------------------|------------------------------------|------------------------------|-------------------------------|----------------------------|
| 1. YOUR STOCK MATERIAL | Material | | X | X |
| 2. YOUR LABOR | Labor | | X | X |
| 3. YOUR OVERHEAD AND PROFIT | Overhead/profit | | X | X |
| Your subcontractor/suppliers: | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |
| Total | | | | |

Instructions:

Column J - List all subcontractors/suppliers who have supplied labor and/or material for items billed on this invoice.
(Note: The first three lines are for you to show your material, labor, and overhead/profit.)

Column K - List what was provided by the subcontractor or supplier. (Examples: windows, rebar, flooring, etc.)

Column L - List the amount of labor and/or material provided by each subcontractor/supplier for this invoice.
(Important: The total of Column L must equal the Payment Due amount on AIA Document G702.)

Column M - If the subcontractor or supplier has already been paid (or will be paid) the amount listed in Column L by you, list the amount they have been paid (or will be paid.) By entering an amount in this column, you agree to secure proof of payment in the form of an unconditional lien waiver (Exhibit E100) signed by the subcontractor or supplier and send it to the Mattcon office.

Column N - If you wish for the subcontractor or supplier to be paid the amount listed on Column L by a joint check issued by Mattcon, enter the amount of the joint check. By entering a value in this column, you agree to secure a conditional lien waiver (Exhibit J) signed by the supplier and send it to the Mattcon office.

(Note: Column M + Column N must equal Column L in each line.)

**Sources of Material Supplied This Period
(For P/O holders)**

Your Company Name: _____

Pay Application # _____

Period Ending Date: ____/____/____

Job: _____

| J | K | L | M | N |
|-----------------------------|-------------------------------|-------------------------|--------------------------|-----------------------|
| Name of Supplier | Type of improvement furnished | Amount due this pay app | Amount to be paid by you | Amount of joint check |
| 1. YOUR STOCK MATERIAL | Material | | | |
| 2. YOUR LABOR | Labor | | | |
| 3. YOUR OVERHEAD AND PROFIT | Overhead/profit | | | |
| Your suppliers: | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |
| Total | | | | |

Instructions:

Column J - List all suppliers who have supplied material for items billed on this invoice. (Note: The first three lines are for you to show your material and overhead/profit.)

Column K - List what was provided by the supplier. (Examples: windows, rebar, flooring, etc.)

Column L - List the amount of material provided by each supplier for this invoice. **(Important: The total of Column L must equal the Payment Due on AIA Document G702.)**

Column M - If the supplier has already been paid (or will be paid) the amount listed in Column L by you, list the amount they have been paid (or will be paid.) By entering an amount in this column, you agree to secure proof of payment in the form of an unconditional lien waiver (Exhibit E100) signed by your supplier and send it to the Mattcon office.

Column N - If you wish for the supplier to be paid the amount listed on Column L by a joint check issued by Mattcon, enter the amount of the joint check. By entering a value in this column, you agree to secure a conditional lien waiver (Exhibit J) signed by your supplier and send it to the Mattcon office.

(Note: Column M + Column N must equal Column L in each line.)

