

Rider E - Application for Payment Procedure

► If you have questions or concerns please contact the Project's Administrator:

BEFORE you start your work submit the following documentation:

- Contract** Read thoroughly and have an authorized person sign the document
E-mail executed document to the Project's Administrator
- Bond** If this project requires payment and performance bonds, the bonds must be provided on Shawmut Design and Construction bond forms prior to the first payment
E-mail executed document to the Project's Administrator
- Insurance** Refer to the Rider D and the Sample Insurance Certificate on Shawmut's website for specific requirements and submissions
<http://www.shawmut.com/subcontractors>

BEFORE your first payment submit the following documentation:

- Payment application is due by the 20th of the month** Submit your fully executed bill using the standard American Institute of Architects ("AIA") billing form (Form G702 Application and Certificate for Payment and G703 Continuation Sheet for G702) and the **partial** waiver of lien and release form on the form provided on Shawmut's website:
<http://www.shawmut.com/subcontractors>
E-mail executed document to: billing@shawmut.com
- Sales and Use Tax Compliance** If working outside of your home state on a taxable job, submit proof of Sales and Use Tax compliance
E-mail executed document to: billing@shawmut.com
Some Examples include: State Registration Certificate, or Certificate of Compliance Form
- Shawmut Lien Grid** Sign and submit your Lien Grid with your list of all vendors/suppliers/subcontractors
If there are no parties furnishing labor, material, equipment and/or services, write "None"
Lien grid form is provided on Shawmut's website:
<http://www.shawmut.com/subcontractors>
E-mail executed document to the Project's Administrator

BEFORE your second and subsequent payments submit the following documentation:

- Payment application is due by the 20th of the month** Submit your fully executed bill using the standard American Institute of Architects ("AIA") billing form (Form G702 Application and Certificate for Payment and G703 Continuation Sheet for G702) and the **partial** waiver of lien and release form on the form provided on Shawmut's website:
<http://www.shawmut.com/subcontractors>
- Shawmut Unconditional Releases of Lien -2nd Tier** Submit your fully executed Shawmut **partial** Unconditional Releases of lien from your vendors/suppliers and subcontractors on the required forms on Shawmut's website:
<http://www.shawmut.com/subcontractors>
E-mail executed document to the Project's Administrator

BEFORE your FINAL payment submit the following documentation:

- Payment application is due by the 20th of the month** Submit your fully executed bill using the standard American Institute of Architects ("AIA") billing form (Form G702 Application and Certificate for Payment and G703 Continuation Sheet for G702) and the **final** waiver of lien and release form on the form provided on Shawmut's website:
<http://www.shawmut.com/subcontractors>
E-mail executed document to: billing@shawmut.com
- Shawmut Unconditional Releases of Lien-2nd Tier** Submit your fully executed Shawmut **final** Unconditional Releases of lien from your vendors/suppliers and subcontractors on the required forms on Shawmut's website:
<http://www.shawmut.com/subcontractors>
E-mail executed document to the Project's Administrator
- O&M Materials/Close-out Documents** **Some examples include:** Warranty Letter, Product Data, As-Builts
E-mail executed document to the Project's Administrator

Shawmut Design and Construction billing forms and waivers can be found on Shawmut's website:

<http://www.shawmut.com/subcontractors>

Please direct all billing questions to the Shawmut Accounts Payable Department: 617-622-7000