

Filling out the *Confirmation of Supplier/2nd Tier Subcontractor Payment*

(To be attached to your First Billing and every billing thereafter)

- **Subcontractor**
 - Your Company Name
- **Billing Month**
 - Same Billing Month as your Payment Request
- **Supplier Name , address and contact person with phone Numbers**
 - List every supplier you will use for this project even if you have not purchased materials at this time. If you will not be using suppliers for this project note it on the form. (You are still responsible for submitting a confirmation with each billing even though you have no suppliers for said project)
- **Total Amount Owed**
 - Amount you owe supplier for entire project. If you are unsure use an estimated amount and adjust accordingly once amount is known. Every month you pay each supplier this dollar amount should decrease.
- **Amount Paid this month**
 - Amount you have paid each supplier this month. If you have paid your supplier and there is an amount in this column there should be a lien release reflecting said payment. Partial Liens are required if you are partially paying your supplier and a Full and Final Lien is required once you have paid them in full. It is your responsibility to provide this information every month even if you have paid your supplier in full and previously submitted a full and final lien release.
- **Project**
 - Project Name
- **Name, Title, Date**
 - Name - Name of person giving release (Must be an Officer of the Company)
 - Title – Title of Officer giving release for above noted Company.
 - Date – Date of release