



# Subcontractor Application for Payment

When starting your pay application form please start with  
the Schedule of Values worksheet.

The screenshot shows an Excel spreadsheet with the following data:

9	MATERIALS	TOTAL	%	BALANCE TO	RETAINAGE (IF
10	PRESENTLY	COMPLETED AND	(G/G)	FINISH (C - G)	VARIABLE RATE)
11	STORED (NOT IN D	STORED TO DATE			
12	OR E)	(D+E+F)			
13	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
14	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
15	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
16	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
17	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
18	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
19	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
20	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
21					
22					
23					
24					
25					
26					
27					
28					
29					



Insert Application No in cell Q3,  
Application Date in cell Q4, and Period  
to in cell Q5

Microsoft Excel - Subcontractor Application for Payment BFDOT (2).xls [Read Only]

AIA DOCUMENT G703

APPLICATION NO. 1  
APPLICATION DATE 3/20/2009  
PERIOD TO 3/20/2009

SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
\$10,000.00			\$0.00	\$0.00	0.00%	\$10,000.00	\$0.00
\$15,000.00			\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00
\$60,000.00			\$0.00	\$0.00	0.00%	\$60,000.00	\$0.00
\$15,000.00			\$0.00	\$0.00	0.00%	\$15,000.00	\$0.00

SOUTHLAND CONTRACTING, INC.

Fill out the appropriate schedule of values... see example below

Microsoft Excel - Subcontractor Application for Payment BFDOT (2).xls [Read Only]

CONTINUATION SHEET AIA DOCUMENT G703

APPLICATION NO. 1  
APPLICATION DATE 3/20/2009  
PERIOD TO 3/20/2009

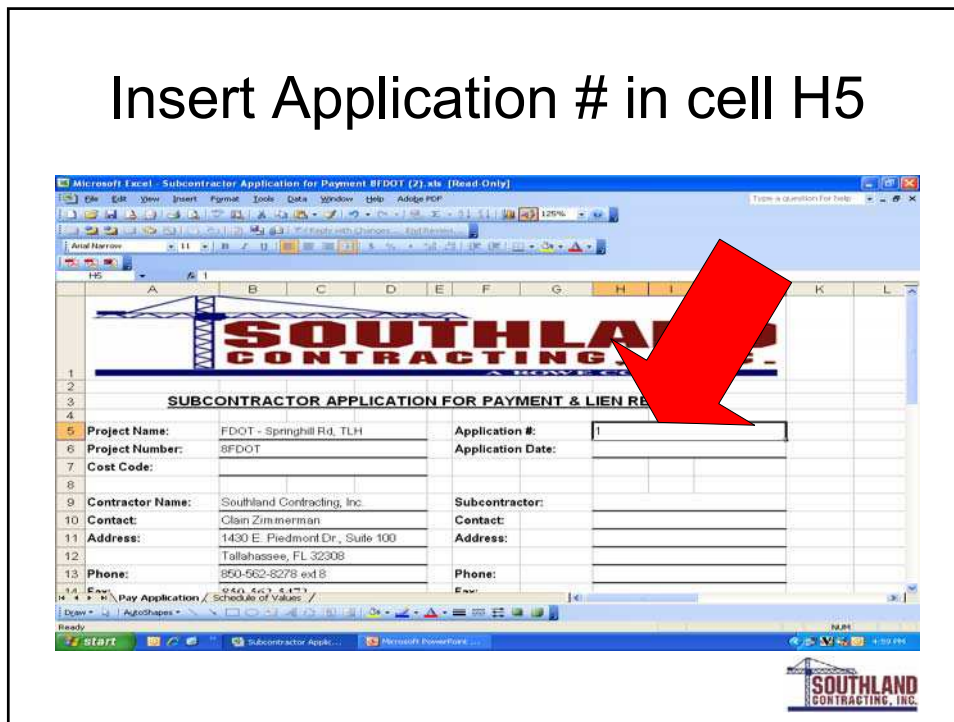
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD			
15.1	General Conditions	\$10,000.00			\$0.00	\$0.00	0.00%
14.2	Demolition	\$15,000.00			\$0.00	\$0.00	0.00%
15.3	Actual Work Performed	\$60,000.00			\$0.00	\$0.00	0.00%
16.4	Project Closeout	\$15,000.00			\$0.00	\$0.00	0.00%

SOUTHLAND CONTRACTING, INC.

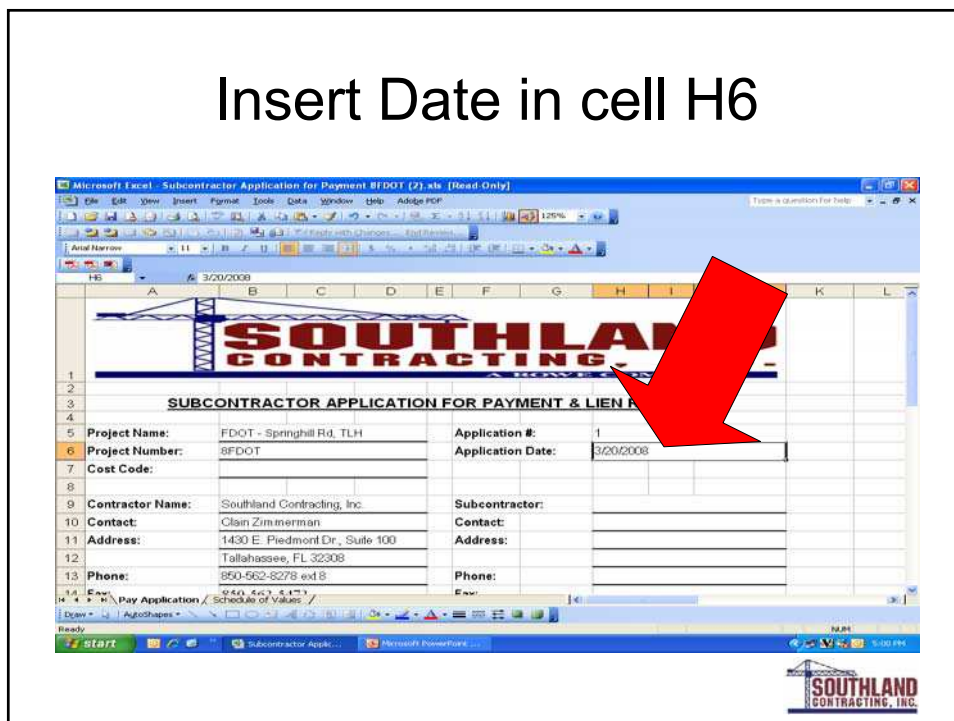




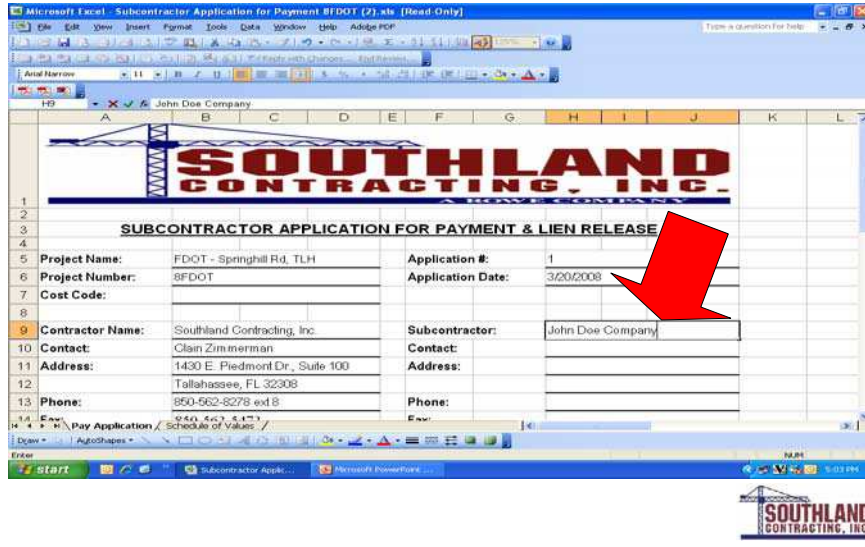
# Insert Application # in cell H5



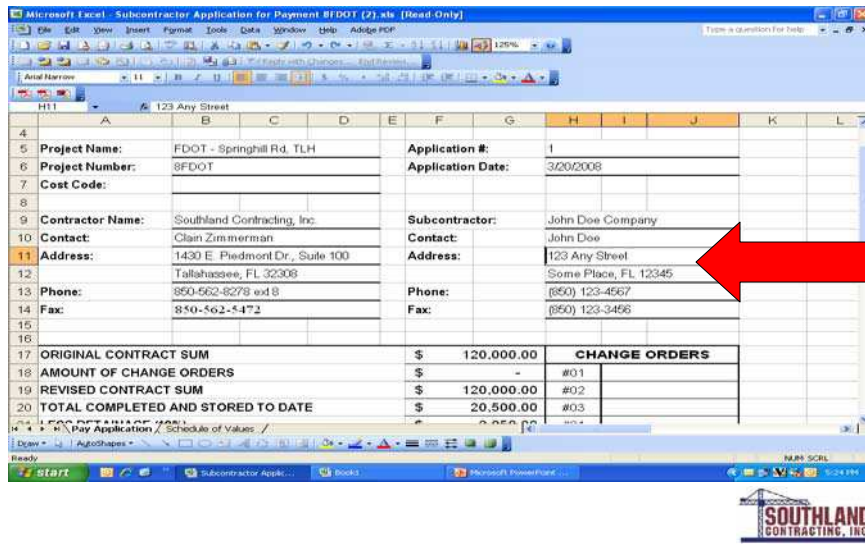
# Insert Date in cell H6



Insert company name in cell H9



Insert Contact Information in cells H10, H11, H12, H13, H14



If you have already filled in the Schedule of Values sheet then Cells F17, F19, F20, F21, F22, F24 and F25 automatically fill in

11	Address:	1430 E Piedmont Dr., Suite 100	Address:	123 Any Street
12		Tallahassee, FL 32308		Some Place, FL 12345
13	Phone:	850-562-8278 ext 8	Phone:	(850) 123-4567
14	Fax:	850-562-5472	Fax:	(850) 123-3456
17	ORIGINAL CONTRACT SUM	\$	120,000.00	CHANGE ORDERS
18	AMOUNT OF CHANGE ORDERS	\$	-	#01
19	REVISED CONTRACT SUM	\$	120,000.00	#02
20	TOTAL COMPLETED AND STORED TO DATE	\$	20,500.00	#03
21	LESS RETAINAGE (10%)	\$	2,050.00	#04
22	TOTAL LESS RETAINAGE	\$	18,450.00	#05
23	LESS PREVIOUS PAYMENTS	\$	-	#06
24	AMOUNT THIS CERTIFICATE	\$	18,450.00	#07
25	BALANCE TO FINISH (including retainage)	\$	101,550.00	

Insert payment amount in cell E29... there is a comment to remind you to do this.

20	TOTAL COMPLETED AND STORED TO DATE	\$	20,500.00	#03
21	LESS RETAINAGE (10%)	\$	2,050.00	#04
22	TOTAL LESS RETAINAGE	\$	18,450.00	#05
23	LESS PREVIOUS PAYMENTS	\$	-	#06
24	AMOUNT THIS CERTIFICATE	\$	18,450.00	#07
25	BALANCE TO FINISH (including retainage)	\$	101,550.00	
29	The undersigned lienor, in consideration of the payment of \$101,550.00			





Please remember to sign and  
get your pay application  
notarized.



## How to complete your pay application 2

Open your previously used pay application  
and save as pay application 2 (or  
whatever title you prefer)

## On the Schedule of Values sheet Update Application No, Application Date and Period To

The screenshot shows the 'CONTINUATION SHEET' for 'AIA DOCUMENT G703'. The spreadsheet includes the following data:

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (E-1-E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT RFD OR E)	TOTAL COMPLETED AND STORED TO DATE (E-1-E)	% (E-6)	BALANCE TO PAY (E-10 - E-8)	RETAINAGE (IF VARIABLE RATE)
1	General Conditions	\$18,000.00		\$500.00	\$0.00	\$500.00	5.00%	\$3,500.00	\$500.00
14	2 Demolition	\$18,000.00		\$1,500.00	\$0.00	\$1,500.00	300.00%	\$0.00	\$1,500.00
17	4 Actual Work Performed	\$18,000.00		\$5,000.00	\$0.00	\$5,000.00	8.33%	\$13,000.00	\$500.00
18	Project Closeout	\$18,000.00		\$0.00	\$0.00	\$0.00	0.00%	\$18,000.00	\$0.00

In the column FROM PREVIOUS APPLICATION put the  
same values that are in the TOTAL COMPLETED AND  
STORED TO DATE COLUMN

The screenshot shows the same spreadsheet as above, but with a red arrow pointing to the 'TOTAL COMPLETED AND STORED TO DATE' column. A red box below the arrow contains the text 'Copy these values'.

Microsoft Excel - Subcontractor Application for Payment 8FDOT (2).xls [Read Only]

CONTINUATION SHEET AIA DOCUMENT G703

AIA Document G703: APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certificate, is attached. APPLICATION NO. 2 APPLICATION DATE: 4/22/2009

Additional below amount are stated to the nearest dollar. Use PERIOD TO: 4/22/2009

Column (m) Contractor's variable retentage for the items may apply.

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D-E)	THIS PERIOD (E-F)	MATERIALS PRESENTLY STORED (NOT IN D) (F-G)	TOTAL COMPLETED AND STORED TO DATE (D+G)	% (G/C)	BALANCE TO FRESH (C-G)	RETENAGE (IF VARIABLE RATE)
1	General Conditions	\$9,000.00		\$500.00	\$0.00	\$500.00	5.00%	\$3,500.00	\$50.00
2	Demolition	\$5,000.00		\$5,000.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$1,500.00
3	Actual Work Performed	\$10,000.00		\$5,000.00	\$0.00	\$5,000.00	5.00%	\$75,000.00	\$500.00
4	Project Closeout	\$5,000.00		\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00

Place those values in this column

SOUTHLAND CONTRACTING, INC.

It will look like this

Microsoft Excel - Subcontractor Application for Payment 8FDOT (2).xls [Read Only]

CONTINUATION SHEET AIA DOCUMENT G703

AIA Document G703: APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certificate, is attached. APPLICATION NO. 2 APPLICATION DATE: 4/22/2009

Additional below amount are stated to the nearest dollar. Use PERIOD TO: 4/22/2009

Column (m) Contractor's variable retentage for the items may apply.

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D-E)	THIS PERIOD (E-F)	MATERIALS PRESENTLY STORED (NOT IN D) (F-G)	TOTAL COMPLETED AND STORED TO DATE (D+G)	% (G/C)	BALANCE TO FRESH (C-G)	RETENAGE (IF VARIABLE RATE)
1	General Conditions	\$9,000.00	\$500.00	\$500.00	\$0.00	\$1,000.00	11.11%	\$8,000.00	\$500.00
2	Demolition	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$10,000.00	200.00%	\$0.00	\$3,000.00
3	Actual Work Performed	\$10,000.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	5.00%	\$75,000.00	\$500.00
4	Project Closeout	\$5,000.00		\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00

SOUTHLAND CONTRACTING, INC.

# Delete the values listed in the THIS PERIOD column

The screenshot shows an Excel spreadsheet titled 'Subcontractor Application for Payment #1 DOT (2).xls'. The spreadsheet is a 'CONTINUATION SHEET' for 'AIA DOCUMENT G703'. It contains a table with the following columns: ITEM NO., DESCRIPTION OF WORK, SCHEDULED VALUE, WORK COMPLETED FROM PREVIOUS APPLICATION (E-1), WORK COMPLETED THIS PERIOD, MATERIALS PRESENTLY STORED (NOT IN D), TOTAL COMPLETED AND STORED TO DATE (E+D), % (D/C), BALANCE TO PAY (C-G), and RETAINAGE (IF VARIABLE RATE). The table has four rows of data:

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (E-1)	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D)	TOTAL COMPLETED AND STORED TO DATE (E+D)	% (D/C)	BALANCE TO PAY (C-G)	RETAINAGE (IF VARIABLE RATE)
1	General Conditions	\$10,000.00	\$200.00		\$0.00	\$200.00	5.00%	\$9,800.00	\$500.00
2	Demolition	\$10,000.00	\$0.00		\$0.00	\$0.00	0.00%	\$10,000.00	\$500.00
3	Actual Work Performed	\$10,000.00	\$200.00		\$0.00	\$200.00	5.00%	\$9,800.00	\$500.00
4	Project Closure	\$5,000.00	\$0.00		\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00

A red arrow points to the 'THIS PERIOD' column, indicating that the values in this column should be deleted.

# Enter the current values in THIS PERIOD

The screenshot shows the same Excel spreadsheet as above. The 'THIS PERIOD' column now contains values, indicating that current values have been entered. The table data is as follows:

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (E-1)	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D)	TOTAL COMPLETED AND STORED TO DATE (E+D)	% (D/C)	BALANCE TO PAY (C-G)	RETAINAGE (IF VARIABLE RATE)
1	General Conditions	\$10,000.00	\$200.00	\$2,000.00	\$0.00	\$2,200.00	28.00%	\$7,800.00	\$390.00
2	Demolition	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$10,000.00	\$500.00
3	Actual Work Performed	\$10,000.00	\$200.00	\$2,000.00	\$0.00	\$2,200.00	28.00%	\$7,800.00	\$390.00
4	Project Closure	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00

A red arrow points to the 'THIS PERIOD' column, indicating that current values should be entered in this column.

The total columns are automatically updated. Print this sheet

Item No.	Description of Work	Scheduled Value	Work Completed FROM PREVIOUS APPLICATION THIS PERIOD	Materials Presently Stored DOT #10 (DOT #1)	Total Completed and Stored to Date (DOT #1)	% (SVC)	Balance to Fabricate (C - D)	Retainage of Variable Rates
1	General Conditions	\$10,000.00	\$10,000.00	\$0.00	\$2,500.00	25.00%	\$7,500.00	\$250.00
2	Distribution	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$1,500.00
3	Actual Work Performance	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	75.00%	\$2,500.00	\$1,000.00
4	Project Closeout	\$5,000.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00	\$0.00
		\$30,000.00	\$25,000.00	\$0.00	\$17,500.00	83%	\$4,500.00	\$7,750.00



Switch to Pay Application sheet

**SOUTHLAND CONTRACTING, INC.**

**SUBCONTRACTOR APPLICATION FOR PAYMENT & LIEN RELEASE**

Project Name:	FDOT - Springhill Rd, TLH	Application #:	1
Project Number:	8FDOT	Application Date:	3/20/2008
Cost Code:			
Contractor Name:	Southland Contracting, Inc.	Subcontractor:	John Doe Company
Contact:	Clay Zimmerman	Contact:	John Doe
Address:	1430 E Piedmont Dr., Suite 100	Address:	123 Any Street
	Tallahassee, FL 32308		Some Place, FL 12345
Phone:	850-562-8278 ext 8	Phone:	(850) 123-4567
	(850) 443-5473		(850) 123-3456



# Update Application # and Application Date

4											
5	<b>Project Name:</b>	FDOT - Springhill Rd. TLH			<b>Application #:</b>	2					
6	<b>Project Number:</b>	8FDOT			<b>Application Date:</b>	4/20/2009					
7	<b>Cost Code:</b>										
8											
9	<b>Contractor Name:</b>	Southland Contracting, Inc.			<b>Subcontractor:</b>	John Doe Company					
10	<b>Contact:</b>	Clain Zimmerman			<b>Contact:</b>	John Doe					
11	<b>Address:</b>	1430 E. Piedmont Dr., Suite 100			<b>Address:</b>	123 Any Street					
12		Tallahassee, FL 32308				Some Place, FL 12345					
13	<b>Phone:</b>	850-562-6278 ext 8			<b>Phone:</b>	(850) 123-4567					
14	<b>Fax:</b>	850-562-4472			<b>Fax:</b>	(850) 123-3456					
15											
16											
17	<b>ORIGINAL CONTRACT SUM</b>				\$	120,000.00		<b>CHANGE ORDERS</b>			
18	<b>AMOUNT OF CHANGE ORDERS</b>				\$	-		#01			
19	<b>REVISED CONTRACT SUM</b>				\$	120,000.00		#02			
20	<b>TOTAL COMPLETED AND STORED TO DATE</b>				\$	77,500.00		#03			



# Insert previous payment in cell F23

10	<b>Contact:</b>	Clain Zimmerman			<b>Contact:</b>	John Doe					
11	<b>Address:</b>	1430 E. Piedmont Dr., Suite 100			<b>Address:</b>	123 Any Street					
12		Tallahassee, FL 32308				Some Place, FL 12345					
13	<b>Phone:</b>	850-562-6278 ext 8			<b>Phone:</b>	(850) 123-4567					
14	<b>Fax:</b>	850-562-4472			<b>Fax:</b>	(850) 123-3456					
15											
16											
17	<b>ORIGINAL CONTRACT SUM</b>				\$	120,000.00		<b>CHANGE ORDERS</b>			
18	<b>AMOUNT OF CHANGE ORDERS</b>				\$	-		#01			
19	<b>REVISED CONTRACT SUM</b>				\$	120,000.00		#02			
20	<b>TOTAL COMPLETED AND STORED TO DATE</b>				\$	77,500.00		#03			
21	<b>LESS RETAINAGE (10%)</b>				\$	7,750.00		#04			
22	<b>TOTAL LESS RETAINAGE</b>				\$	69,750.00		#05			
23	<b>LESS PREVIOUS PAYMENTS</b>					18450		#06			
24	<b>AMOUNT THIS CERTIFICATE</b>				\$	69,750.00		#07			
25	<b>BALANCE TO FINISH (including retainage)</b>				\$	50,250.00					



The rest of the numbers will automatically update

14	Fax:	850-562-5472	Fax:	(850) 123-3456
17	ORIGINAL CONTRACT SUM	\$	120,000.00	CHANGE ORDERS
18	AMOUNT OF CHANGE ORDERS	\$	-	#01
19	REVISED CONTRACT SUM	\$	120,000.00	#02
20	TOTAL COMPLETED AND STORED TO DATE	\$	77,500.00	#03
21	LESS RETAINAGE (10%)	\$	7,750.00	#04
22	TOTAL LESS RETAINAGE	\$	69,750.00	#05
23	LESS PREVIOUS PAYMENTS	\$	18,450.00	#06
24	AMOUNT THIS CERTIFICATE	\$	51,300.00	#07
25	BALANCE TO FINISH (including retainage)	\$	50,250.00	\$
29	The undersigned lienor, in consideration of the payment of \$101,550.00 does hereby release his/her lien, and waive and relinquish the right to claim a lien, subject to the condition of payment described below, for labor, services, and materials furnished for improvement of the following described project: <b>FDOT Springhill Rd, TLH, FL</b>			



Remember to update the payment amount in the release of lien section

13	Phone:	850-562-8278 ext 8	Phone:	(850) 123-4567
14	Fax:	850-562-5472	Fax:	(850) 123-3456
17	ORIGINAL CONTRACT SUM	\$	120,000.00	CHANGE ORDERS
18	AMOUNT OF CHANGE ORDERS		-	#01
19	REVISED CONTRACT SUM		120,000.00	#02
20	TOTAL COMPLETED AND STORED TO DATE		77,500.00	#03
21	LESS RETAINAGE (10%)		7,750.00	#04
22	TOTAL LESS RETAINAGE		69,750.00	#05
23	LESS PREVIOUS PAYMENTS		18,450.00	#06
24	AMOUNT THIS CERTIFICATE		51,300.00	#07
25	BALANCE TO FINISH (including retainage)		50,250.00	\$
29	The undersigned lienor, in consideration of the payment of \$51,300.00 does hereby release his/her lien, and waive and relinquish the right to claim a lien, subject to the condition of payment described below, for labor, services, and materials furnished for improvement of the following described project: <b>FDOT Springhill Rd, TLH, FL</b>			



# Update the date

The screenshot shows an Excel spreadsheet with the following data:

23	LESS PREVIOUS PAYMENTS	\$	18,450.00	#06
24	AMOUNT THIS CERTIFICATE	\$	51,300.00	#07
25	BALANCE TO FINISH (including retainage)	\$	50,250.00	

The 'Dated on' field is set to 4/20/2009. A yellow callout box points to the 'BALANCE TO FINISH' field with the text 'Sondra Tyne: fill in payment amount here'.

Print, sign and notarize.  
 If you have any questions please contact Sondra  
 at [stt@southlandcontracting.com](mailto:stt@southlandcontracting.com)

The screenshot shows the printed form with the following details:

**SOUTHLAND CONTRACTING, INC.**  
 SUBCONTRACTOR APPLICATION FOR PAYMENT & LIEN RELEASE

Project Name: FDOT - Spring Hill Toll  
 Applicant: S  
 Project Number: 0000  
 Application Date: 4/20/2009

Contractor Name: Southland Contracting, Inc.  
 Contact: Vicki E. Boudreau, Esq., Esq.  
 Address: 1211 Bay Street  
 Phone: 352-251-1212  
 Fax: 352-251-1212

ORIGINAL CONTRACT VALUE		NEW VALUE ORDER
LABOR CONTRACT VALUE	\$ 100,000.00	\$ 100,000.00
INSTRUMENT CONTRACT VALUE	\$ 100,000.00	\$ 100,000.00
TOTAL CONTRACT VALUE ORDERED TO DATE	\$ 200,000.00	\$ 200,000.00
LESS PREVIOUS PAYMENTS	\$ 75,000.00	\$ 75,000.00
LESS PREVIOUS INDEMNITIES	\$ 75,000.00	\$ 75,000.00
LABOR CONTRACT VALUE	\$ 100,000.00	\$ 100,000.00
LABOR CONTRACT VALUE	\$ 100,000.00	\$ 100,000.00
BALANCE TO FINISH (including retainage)	\$ 50,250.00	\$ 50,250.00

The form also includes a section for the contractor's signature and date, and a section for the notary public's signature and date.