Subcontractor Application for Payment

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

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

Fill out the appropriate schedule of values… see example below

When you enter amounts in "THIS PERIOD" the TOTAL COMPLETED AND STORED TO DATE, % COMPLETE, BALANCE TO FINISH AND RETAINAGE automatically fills in

These automatically fill in when "THIS PERIOD" is entered

These cells also automatically fill in, there is no need for you to change it

Print Schedule of Values page

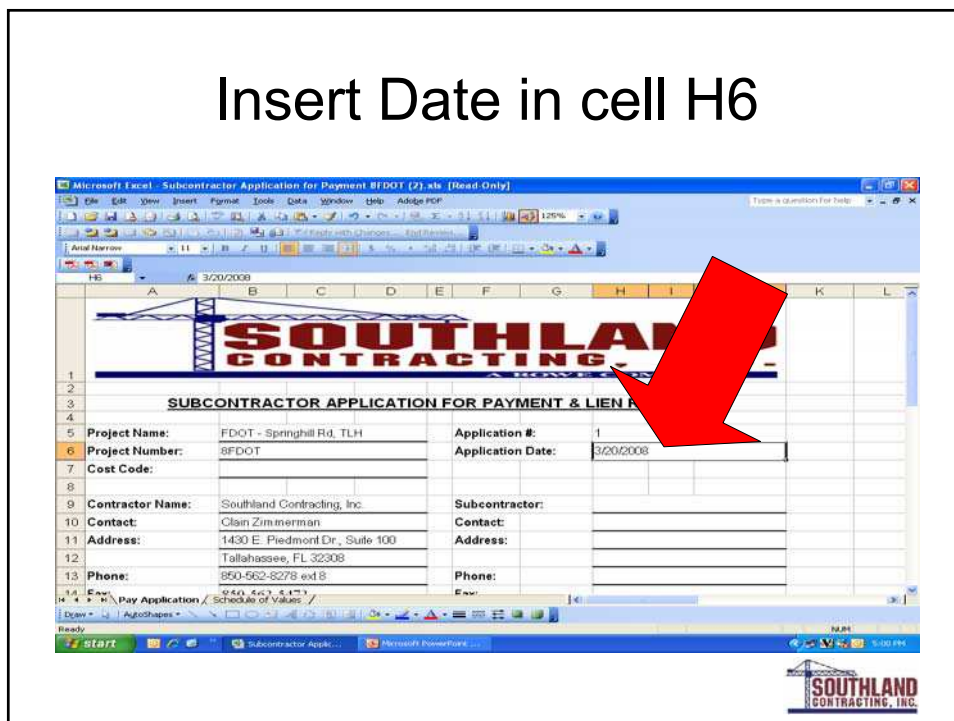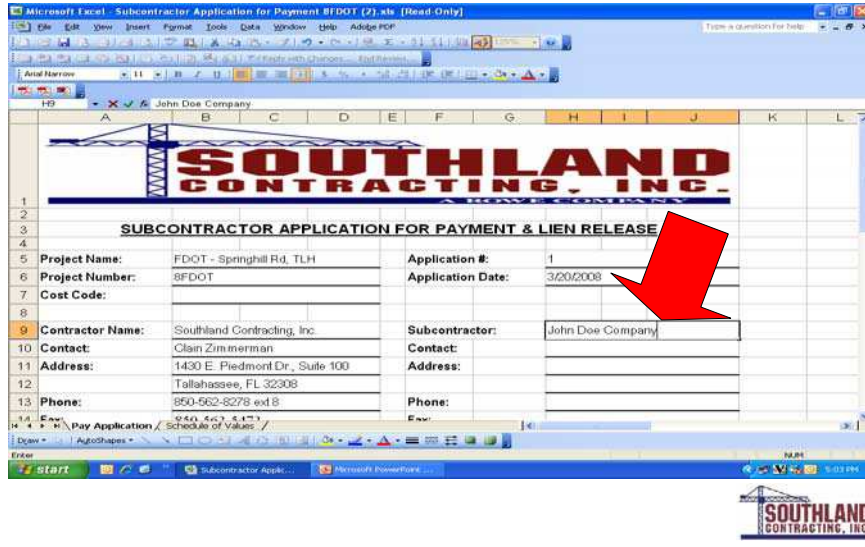# Switch to the "Pay Application" worksheet
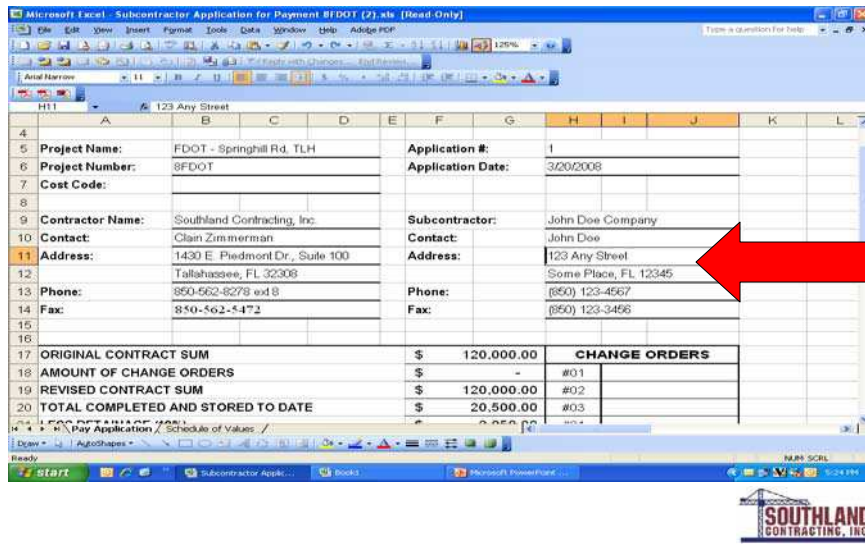
Insert Application # in cell H5
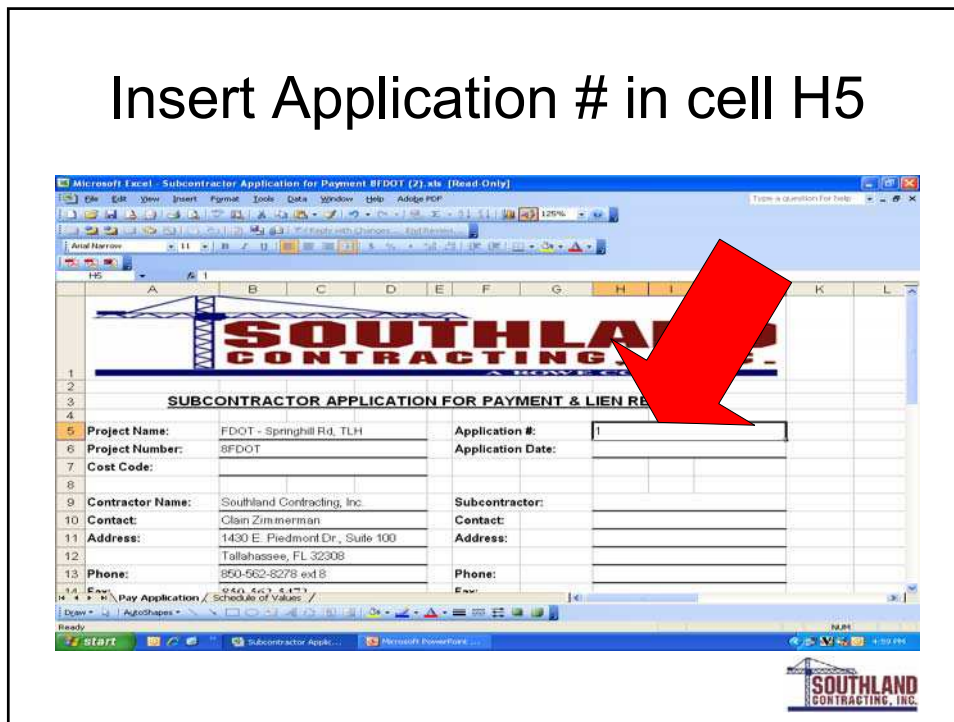
Insert Date in cell H6

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

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

In cell B34 enter the date

Print Payment Application page

Please remember to sign and get your pay application notarized.

SOUTHLAND CONTRACTING, INC.

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

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

Copy these values

Place those values in this column

It will look like this

Delete the values listed in the THIS PERIOD column

Enter the current values in THIS PERIOD

The total columns are automatically updated. Print this sheet

Switch to Pay Application sheet

Update Application # and Application Date

Insert previous payment in cell F23

The rest of the numbers will automatically update

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

Update the date

Print, sign and notarize.
If you have any questions please contact Sondra at *stt@southlandcontracting.com*