



PAYMENT REQUIREMENTS CHECKLIST

To facilitate payment to your company, please use this as a checklist. If you are incomplete on any of these items your payment will be withheld until you have submitted the paperwork and we have approved it.

- Contract
- General Liability Not Turned In
- General Liability Has Expired
- Workman's Compensation Not Turned In (only required for subcontractors not suppliers)
- Workman's Compensation Expired (only required for subcontractors, not suppliers)
- We have returned your insurance certificate noting specific deficient items. These items noted do not meet our requirements of our Subcontract Agreement. Please make corrections by duplicating all items on the certificate exactly as indicated on Ward's accompanying sample certificate (including any checked boxes, punctuation, capitalization and wording).
- Tax I.D. Form
- Emergency Phone Numbers Form (only required for subcontractors, not suppliers)
- Supplier List Form
- Material Delivery Form
- Performance Bond (if required by the contract) on the Prime Contractor provided form
- MSDS
- HazCom/Safety Program (only required for subcontractors, not suppliers)
- Safety Meeting Documentation for weeks beginning _____
- Lien Waivers for past payment(s) _____
- Change Orders signed and returned _____
- Other _____

Ward reserves their rights to require additional items not included in this list in order to release payment to the sub or supplier.