

How To Get Paid - Instructions for LGM Subcontractors

All examples and forms are available on www.lgmconstruction.com under the Forms section.

Before you send a Payment Application / Invoice

NOTE: The following steps need to be completed annually.

Step One: W-9 Taxpayer Identification Number form

Step Two: Signed Subcontract.
Return two (2) signed copies via email, mail, or fax. One fully executed copy will be returned to you.

Step Three: Certificate of Insurance
Provide Certificate of Insurance for the following coverage:

- Worker's Compensation
- General Liability
- Automobile Liability

See example certificate and schedule of minimum levels of coverage

Step Four: Additional Insured Endorsements
Provide endorsements for "on-going operation" and "completed operations." Examples and a list of acceptable equivalent endorsement forms are available on our website. NOTE: Endorsements are NOT required for Short Form Subcontracts.

Submitting a Payment Application / Invoice

NOTE: The above steps must be completed to add your company into the LGM accounting system. If you are not in the system your Payment Application will not be processed and this may delay you payments. The following steps must be completed for each billing period.

Step Five: Payment Application
You must submit a Payment Application showing the current contract value, progress to date, and retention. A Schedule of Values may also be required.

Step Six: Release of Lien
All sub-subcontractors and sub-vendors who have filed a Notice to Owner with LGM must provide a corresponding Lien Release for every billing period. Subcontractors will not be paid until all waivers, including their vendors, are received for that billing period.

A state-specific form may be required. A California example is available on our website.

Short Form Subcontracts may use an invoice.