

How To Get Paid

Instructions for K.P. Meiring Company Subcontractors

All examples and forms are available on www.kpmeiring.com under the Subcontractor section,

Step One: W-9 Taxpayer Identification Number Form

Step Two: Signed Subcontract

Two (2) signed subcontracts will be mailed to you upon receipt please sign both and return one (1) to our office. No work is to begin until the subcontract has been fully executed.

Step Three: Certificate of Insurance

Provide Certificate of Insurance for the following coverage:

- General Liability
- Worker's Compensation
- Automobile Liability

See example of certificate and a schedule of minimum levels of insurance requirements.

NOTE: Steps 1-3 must be completed before any payments will be released.

Step Four: Progress Payment Waiver & Release of Lien

All of your sub-subcontractors and sub-vendors who have filed a Notice to Owner with KP Meiring Company must provide a Progress Payment Waiver **every** month. You will not be paid until all waivers are received for the month.

A state specific form may be required.

Step Five: Requisition for Payment

You must submit a Requisition for Payment showing the current contract value, progress to date and retention. A schedule of values is also required.

See standard KP Meiring Company form on our website.
Short Form Subcontracts may use an invoice.

**** Direct any questions regarding paperwork to the Accounting Department **
(904) 810-5101 ext. 1**

