

## STEPS TO GETTING PAID

For you to be paid promptly, please ensure that all required documentation is properly completed. If you do not follow these procedures, requisitions will not be approved, and payments will be delayed.



**FIRST REQUISITION:** All of the following must be emailed to Emily Bergin at [ebergin@kaplanconstructs.com](mailto:ebergin@kaplanconstructs.com) before your first requisition can be processed:

- Signed Master Subcontract Agreement (signed once before your first job with Kaplan Construction)
- Signed Project Specific Subcontract or Purchase Order: Login to Procore to view and download your subcontract and its attachments, sign, and return.
- Insurance certificate – Uploaded to the MyCOI portal by your insurance company.
- W-9 (if this is your first job with Kaplan Construction)
- ACH form for electronic payments



Monthly requisitions must be on AIA billing form G702 and G703.



Requisitions **must** be submitted monthly by the date outlined in your contract.

- Late requisitions may risk not being included in our billings to the Owner.
- Requisitions for final payment must be notarized before emailing.



Monthly requisitions must be submitted via email to [ebergin@kaplanconstructs.com](mailto:ebergin@kaplanconstructs.com) or the Project Manager

- Requisitions for final payment must be notarized before emailing.



If you are billing for stored materials that are not on the job site, you must submit a bill of sale, insurance certificate, transfer of title, and photos of those materials.



Do not bill for change orders unless you have received a signed Kaplan Change Order.



Release of Liens

- A Partial Release of Lien must be signed for each requisition.
- Final Releases of Lien must be notarized. Final Payments will not be released until the **signed and notarized** Release of Lien is in our possession.