

# Requirements to receive payment from CRC Construction Inc.



We require the following items to be on file at our office before we will release any payments:

– **PAY REQUEST FORM**

- we require our pay request form to be used
- we will not process faxed billings

– **CONTRACTORS LICENSE**

- we need a copy of your current contractor's license
- it needs to cover the work you are performing
- it needs to be for the State the job is in

– **LIABILITY INSURANCE**

- we need a current certificate on file
- it needs to be for a minimum \$1,000,00.00 coverage, some jobs may require additional coverage
- it needs to list CRC Construction Inc. as an additionally insured
- it needs to cover your company vehicles

– **WORKERS COMPENSATION INSURANCE**

- we need a current certificate on file
- if you own your business, are the only worker, and chose not to have insurance, we need an exemption certificate from Workers Compensation Fund

– **W-9**

- we need this filled out with your federal I.D. number
- it will also indicate if your business is a corporation, sole proprietor, etc

– **LIEN RELEASES**

- we need a signed unconditional lien release for each check you have received
- we need a signed unconditional lien release from each of your vendors or sub-subcontractors that have lien rights to that project

On jobs that are on going, we need them dated to the date you have been paid to.

-or-

When the amount we owe you is equal to or less than the projected amount due to your vendors/subs, then we require a full lien release before check is released.

-or-

We receive a joint check agreement signed by yourself and your vendor/sub. We will require a final lien release signed after this check is released, but before your final check is released.