



SUBCONTRACTOR BILLING INFORMATION ATTACHMENT B for GCPay.com

BNBuilders is using GCPay.com to process all your monthly pay applications. GCPay.com is a web based program that will make your monthly pay applications more efficient. All payment applications will be submitted in this program.

There is no charge to you the subcontractor for using GCPay.com.

We will notify you via email, via GCPAY.com to register your company at the following link <http://www.gcpay.com> at GCPay.com and following your registration you will have access to the project information. If you have already registered for GCPay.com, we will notify you via email via GCPAY.com that the project information is accessible to you.

Once registered, you will be processing the following items in GCPay.com:

- **Schedule of Values.** We will provide you with the total amount of the contract and you will submit line item details of that amount for review and approval by our BNB project managers, the SOV must be submitted 10 days after contract award to GCPay.com, before the first application for payment can be submitted, The line items can be keyed in manually or you can upload an Excel spreadsheet.
- **Change Orders.** Approved change orders will be added to your Schedule of Values as a separate line item throughout the project. Your pay applications will include these approved change orders. You will not be able to bill for any unapproved change orders.
- **Compliance Documentation.** You will have access to a list of required compliance items and you will provide compliance documentation to us via document upload or email. If a compliance item is due to expire, you will be notified via email 30 days prior to expiration, please email your Project Accountant if you have any questions regarding documentation.
- **Applications for Payment.** You will submit pay applications to us on a monthly basis, see page 2 of attachment B for billing deadlines and GCPay.com will notify you via email one week in advance of the deadline for submitting your billing.
- **Lien Waivers.** You will be provided with BNB's lien waivers appropriate times throughout the project. These will be emailed to you via GCPay.com and you also will have access to all lien waivers in GCPay.com.

If you have any questions regarding any of the BNBuilders billing information requested or required, please note in the subject line the following, **BNBuilders Job#, BNB Job NAME, subject- (ex. 117010.200, Spruce Elem – Construction-Waiver)**, and please send your email to:

SubaccountingWA@bnbuilders.com

If you are having technical or functional issues with GCPay.com, please contact GCPay.com for 24/7/365 support via (877) 447-2584 or info@gcpay.com



BILLING DEADLINES

- Please submit your Progress Billing to BNBuilders by the 20th of the month, unless otherwise stipulated. This ensures that we can submit our payment request to the Owner by the 25th of the month.
- Subcontractor to submit Schedule of Values for review and approval via GCPay.com, 10 days after award of subcontract and prior to submitting the first application of payment for approval by our BNB Project Manger.

BILLING DOCUMENTS

- Subcontractor Payment Application
- Conditional Waiver & Release Upon Progress Payment
- Affidavit of Subcontractor as well as Unconditional Progress Releases (Our Form) from your 2nd tier for the previous month.

PERFORMANCE AND PAYMENT BONDS

- If a Subcontractor Payment and Performance Bond is executed on this project per Attachment H, the affidavit information is not required to be submitted. In addition, Sub-tier Lien Releases will not be required.
- BNBuilders reserves the right to request the affidavit and Sub tier Lien Release information if the need arises.
- If a Payment and Performance Bond are not being provided, the Subcontractor shall provide all affidavit and Sub tier Lien Release information as outlined herein.
- Please upload your Bonds to the compliance tab within GCPay.

FINAL BILLING/RETENTION DOCUMENTS

- Subcontractor Payment Application
- Conditional Waiver & Release Upon Final Payment
- Affidavit of Subcontractor as well as 2nd Tier Unconditional Final Releases (Our Form)
Or
- Conditional Final Release (Our Form) from 2nd tier. We will release all but what is owed the 2nd tier. Once we have received the Unconditional Final Release from the 2nd tier, we will release remaining amount due.
- We can Joint Check the final amount due the 2nd tier. We will need our Conditional Final Release and our Joint Check Agreement.

CAUSES FOR DELAY OF PAYMENT

- Unexecuted Contract Documents
- Expired or Non-Compliant Insurance
- Incomplete Billing Requirements

NOTE – BNBuilders reserves the right to require joint check agreements with any or all of Subcontractor's sub-tier Contractors, Suppliers, Unions, Trusts, Labor and Industries and other Creditors at BNBuilders sole discretion. Subcontractor agrees to execute joint check agreements as required by BNBuilders.

ALL DOCUMENTS CAN BE FOUND AND WILL BE SUBMITTED VIA GCPay.com

Lien Releases/Waivers and Affidavits

BNBuilders lien waivers/releases listed below, are provided, and located for your use on GCPay, unless otherwise specified below. These lien waivers/releases will be available during the lifecycle of your billing application.

Please use the lien waivers/releases that are provided online via GCPay, unless otherwise specified below. We have included sample forms for contractual purposes.

If you have questions regarding these lien waivers/releases, please send emails to the following:

subaccountingwa@bnbuilders.com

List of Lien Waivers/Releases/Affidavits:

- G702 Subcontractor Payment Application Cover Sheet
- Conditional Waiver and Release Upon Progress Payment
- Conditional Waiver and Release Upon Final Payment
- Unconditional Waiver and Release Upon Progress Payment
- Unconditional Waiver and Release Upon Final Payment
- Affidavit of Subcontractor and instructions
 - Fillable form found at www.bnbuilders.com/subcontractdocuments
 - Sample form included in packet
 - This form must be uploaded to the compliance tab in GCPay
- Affidavit of Union Benefits
 - Fillable form found at www.bnbuilders.com/subcontractdocuments
 - Sample form included in packet
 - This form must be uploaded to the compliance tab in GCPay

If applicable, Subcontract tier lien releases are also provided and located for your use on GCPay.

- 2nd Tier Unconditional Waiver and Release Upon Progress Payment

Please reference page 1, Subcontractor Billing Information, Attachment B for GCPay.com

SUBCONTRACTOR APPLICATION FOR PAYMENT

To: {owner}
{owner_address1}
{owner_city}, \${owner_state}
{owner_zip}

Project: {project_name}

Application No: {afp_number}

Period To: {period_to}

Application Date: {application_date}

From: {contractor}
{contractor_address1},
{contractor_city}, \${contractor_state},
{contractor_zip}

Project No: {project_number}

Contract Date: {contract_start_date}

Commitment: {timberline_commitment_number}

SAMPLE FORM

Contract For: {schedule_name}

- 1. ORIGINAL CONTRACT AMOUNT \${original_price}
2. NET CHANGE BY CHANGE ORDERS \${change_orders}
3. CONTRACT SUM TO DATE \${adjusted_price}
4. TOTAL COMPLETED AND STORED TO DATE \${total_completed}
5. RETAINAGE
% of Completed Work (Columns D + E)
% of Stored Materials (Column F)
Total Retainage \${retainage}
Line 5a + Line 5b OR Sum of Column I
6. TOTAL EARNED LESS RETAINAGE \${total_earned}
7. LESS PRIOR CERTIFICATES FOR PAYMENT \${prior_payment}
8. CURRENT BALANCE DUE \${total_due}
9. BALANCE TO FINISH, INCLUDING RETAINAGE \${balance}

The undersigned Subcontractor certifies that to the best of the Subcontractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Subcontractor for Work for which previous Application for Payment were issued and payments received from the Contractor, and that current payment shown herein is now due.

Subcontractor: \${contractor}

By: [Signature] Date: {digital_accept_date}

Table with 3 columns: CHANGE ORDER SUMMARY, ADDITIONS, DEDUCTIONS. Rows include Total approved this month and NET CHANGES by Change Orders.



SAMPLE FORM

Conditional Waiver and Release Upon Progress Payment

Project Name: _____
BNBuilders Project No.: _____

Upon receipt by the undersigned of a check from BNBuilders in the sum of (\$ _____) Dollars payable to _____

And when the check has been properly endorsed and has been paid by the bank in which it was drawn, this document shall become effective to release any mechanic's lien, stop notice, claims, or bond right the undersigned had on the job of _____ located at

Project Name

_____ to the following extent.
Project Address

This releases BNBuilders, Inc. through _____, only and does not cover any retentions retained before the *Date*

release date. Rights based upon work performed or items furnished under a written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in this release. This release of any mechanic's lien, stop notice, claims, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon rescission, abandonment, or breach of the contract. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Date

Company Name

Signature

Name and Title

NOTE: This document has important legal consequences; legal consultation with an attorney is encouraged with respect to its use or modification



SAMPLE FORM

Conditional Waiver and Release Upon Final Payment

Project Name: _____
BNBuilders Project No.: _____

Upon receipt by the undersigned of a check from BNBuilders in the sum of (\$ _____)
_____ Dollars

Payable to _____ and when the check has been properly endorsed and has
Payee or Payee of Check

been paid by the bank upon which it is drawn, this document shall become effective to release any mechanic's lien,
stop notice, claims, or bond right the undersigned has on the job of _____

Project Name

located at _____ .
Project Address

This release covers the final payment to the undersigned for all labor, services, equipment or material furnished
on the job, except for disputed claims previously submitted in writing for additional work in the amount of \$ZERO.
Before any recipient of this document relies on it, said party should verify evidence of payment to the
undersigned.

Date

Company Name

Signature

Name and Title

NOTE: This document has important legal consequences; legal consultation with an attorney is encouraged with
respect to its use or modification.



SAMPLE FORM

Unconditional Waiver and Release Upon Progress Payment

Project Name: _____
BNBuilders Project No.: _____

The undersigned has been paid and has received a check from BNBuilders in the sum of (\$ _____) Dollars and the check has been properly endorsed and has been paid by the bank upon which it is drawn. As such, this document shall release any mechanic's lien, stop notice, claims, or bond right the undersigned had on the job of _____ located at _____

Project Description _____ *Project Address* _____
to the following extent. This release covers a progress payment for labor, services, equipment or material furnished to BNBuilders through _____
Date _____

only and does not cover any retentions retained before the release date. Rights based upon work performed or items furnished under a written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in this release. This release of any mechanic's lien, stop notice, claims, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon rescission, abandonment, or breach of the contract. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Date

Company Name

Signature

Name and Title

TOTAL PAID TO DATE: \$ _____

THIS DOCUMENT WAIVES RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL RELEASE FORM.

NOTE: This document has important legal consequences; legal consultation with an attorney is encouraged with respect to its use or modification.



SAMPLE FORM

2nd Tier Unconditional Waiver and Release Upon Progress Payment

Project Name: _____
BNBuilders Project No.: _____

The undersigned has been paid and has received a check from _____ in the sum of (\$ _____) Dollars

and the check has been properly endorsed and has been paid by the bank upon which it is drawn. As such, this document shall release any mechanic's lien, stop notice, claims, or bond right the undersigned had on the job of _____ located at _____.

Project Description

Project Address

to the following extent. This release covers a progress payment for labor, services, equipment or material furnished to _____ through _____ only and does not

Customer

Date

cover any retentions retained before the release date. Rights based upon work performed or items furnished under a written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in this release. This release of any mechanic's lien, stop notice, claims, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon rescission, abandonment, or breach of the contract. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Date

Company Name

Signature

Name and Title

TOTAL PAID TO DATE: \$ _____

THIS DOCUMENT WAIVES RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL RELEASE FORM.

NOTE: This document has important legal consequences; legal consultation with an attorney is encouraged with respect to its use or modification.



SAMPLE FORM

Unconditional Waiver and Release Upon Final Payment

Project Name: _____

BNBuilders Project No.: _____

The undersigned has been paid in full for all labor, services, equipment or material furnished to _____ on
the job of _____ located at _____
Customer
Project Name *Project Address*

and does hereby waive and release any mechanic's lien, stop notice, claims, or any right against labor and material bond on the job, except for disputed claims previously submitted in writing for extra work in the amount of \$ ZERO.

Date

Company Name

Signature

Name and Title

THIS DOCUMENT WAIVES RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL RELEASE FORM.

NOTE: This document has important legal consequences; legal consultation with an attorney is encouraged with respect to its use or modification.



INSTRUCTIONS FOR COMPLETING THE AFFIDAVIT OF SUBCONTRACTOR

The Affidavit of Subcontractor is a legal document listing all suppliers/2nd Tier subcontractors that have sent Preliminary Notices as well as any that you estimate will incur \$5,000 or more ***for the entire project***. The Estimated Total Cost should not fluctuate from month to month based on what you pay your supplier/2nd Tier subcontractor. The amount only changes when there are additive or deductive changes made to the total you had estimated incurring ***for the entire project***.

GENERAL INFORMATION REGARDING THE AFFIDAVIT OF SUBCONTRACTOR

- If any “Do not Leave Blank” fields are left blank or incorrect, the Affidavit will be marked as INCOMPLETE and returned for revision
- The Affidavit must accompany each Payment Application in GCPay
- The Affidavit must be dated the month of your Payment Application listed on line 2 (or more recent month) and your company name provided
- All documents get uploaded to GCPay, do not email copies to the Project Accounting team
- All Supplier/2nd Tier Unconditional Waivers must be on a BNB Waiver
- Progress payments will be held until you upload all appropriate 2nd Tier Waivers, and they are reviewed by accounting
- Final payments will not be released until you upload the BNB Unconditional Final Waiver from your supplier/2nd Tier subcontractor, and they are reviewed by accounting
- The Affidavit must be signed

SPECIFIC INSTRUCTIONS ON LINES WHERE YOU NEED TO PROVIDE INFORMATION

Line 1)	Project name, number and address must be correct, all can be found in GCPay under Project Settings
Line 2)	Enter the GCPay Payment Application number and Period To date found on your Payment Application
Line 3)	If you select TRUE, you are affirming that <i>currently</i> you do not have any suppliers/2 nd Tier subcontractors incurring more than \$5,000 <i>for the entire project</i>
	<ul style="list-style-type: none"> • If you select FALSE, you are to list all suppliers/2nd Tire subcontractors that have sent Preliminary Notices as well as any you estimate incurring \$5,000 or more <i>for the entire project</i>
Line 4)	List the dollar amount you intend to incur with your supplier/2 nd Tier subcontractor <i>for the entire project</i> . This amount only changes due to additive or deductive changes
	<ul style="list-style-type: none"> • If you select YES, upload a BNB Unconditional Progress Waiver from the supplier/2nd Tier subcontractor to the same location in GCPay where you uploaded your Affidavit
	<ul style="list-style-type: none"> • If you select NO, an Unconditional Progress Waiver is not required from the supplier/2nd Tier subcontractor for the month prior to the month listed in Line 2
	<ul style="list-style-type: none"> • If you select Paid in full, upload a BNB Unconditional Final Waiver from your supplier/2nd Tier subcontractor to the same location in GCPay where you uploaded the Affidavit. You must continue to mark Paid in full on each subsequent Affidavit
Line 5)	It is important that you upload the Unconditional Progress Waiver to the same location in GCPay where you uploaded the Affidavit
Line 6)	It is important that you upload the Unconditional Final Waiver to the same location in GCPay where you uploaded the Affidavit
	<ul style="list-style-type: none"> • The Affidavit must be signed
	<ul style="list-style-type: none"> • The date must be within the month listed on Line 2 (or more recent month)



State of _____ County of _____
(Do Not Leave Blank) (Do Not Leave Blank)

I, _____ in the position of _____
NAME (Do Not Leave Blank) TITLE (Do Not Leave Blank)

For _____ a _____
COMPANY NAME (Do Not Leave Blank) Partnership / Corporation / Individual (Do Not Leave Blank)

Hereinafter referred to as "Subcontractor", and am authorized to execute this affidavit on behalf of Subcontractor, know that contents hereof, and certify that the same is true of my knowledge;
 AND:

1) That Subcontractor is a subcontractor to BNBuilders hereinafter referred to as "Contractor", the general contractor on

_____ _____ _____
BNB Project NAME (Do Not Leave Blank) BNB 9 Digit Project NUMBER (Do Not Leave Blank) Project Address (Do Not Leave Blank)

2) This Affidavit of Subcontractor accompanies Application for Payment # _____ and the period through date is _____
(Do Not Leave Blank) MONTH / DAY / YEAR (Do Not Leave Blank)

That as an inducement to Contractor to advance monies to Subcontractor, and with knowledge that Contractor will rely upon the representations made herein, the undersigned certifies that (a) except as specifically set forth on Subcontractor Application for Payment, this application makes claim for payment for all work performed on the Project during the period for which payment is sought, there is no claim which is being omitted and applicant waives any right to make any claim for any additional compensation relating to the period unless an exception is noted at this time, and (b) the following listed firms and individuals are the only parties from whom Subcontractor has purchased materials, rented equipment, or subcontracted portions of Subcontractor's work on said project (or has commitments or intends to purchase, rent or subcontract) in an amount of **\$5,000.00 or more** from commencement of said project to the date of project completion.

3) We **DO NOT** have any 2nd tier subcontractors or suppliers incurring more than \$5,000 for the ENTIRE PROJECT TRUE FALSE
If true, you can skip 4-6 and sign and date at the bottom If false, please complete 4-6 and sign and date at the bottom

4) List all 2nd tier subs/suppliers that have sent Preliminary notices as well as any you will be incurring \$5,000.00 or more with for the ENTIRE PROJECT.

Name of sub/supplier	Estimated Total Cost for Entire Project	
		Did they supply product/labor last month? ___ YES ___ NO ___ Paid in full
		Did they supply product/labor last month? ___ YES ___ NO ___ Paid in full
		Did they supply product/labor last month? ___ YES ___ NO ___ Paid in full
		Did they supply product/labor last month? ___ YES ___ NO ___ Paid in full
		Did they supply product/labor last month? ___ YES ___ NO ___ Paid in full
		Did they supply product/labor last month? ___ YES ___ NO ___ Paid in full
		Did they supply product/labor last month? ___ YES ___ NO ___ Paid in full
		Did they supply product/labor last month? ___ YES ___ NO ___ Paid in full
		Did they supply product/labor last month? ___ YES ___ NO ___ Paid in full
		Did they supply product/labor last month? ___ YES ___ NO ___ Paid in full

- 5) If sub/supplier worked last month, a **BNBuilders Unconditional Progress Waiver** is required from the sub/supplier
- 6) If sub/supplier has been paid in full, a **BNBuilders Unconditional Final Waiver** is required from the sub/supplier

*I certify (or declare) under penalty of perjury that the foregoing is true and correct.

SIGNATURE (Do Not Leave Blank) DATE (Do Not Leave Blank) COMPANY NAME (Do Not Leave Blank)



INSTRUCTIONS FOR COMPLETING THE AFFIDAVIT OF UNION BENEFITS

- The Affidavit of Union Benefits must be submitted MONTHLY, whether you are a UNION or NON-UNION Subcontractor
- If you are a NON-UNION Subcontractor, please fill out the top section of the form and indicate “NON-UNION” in the middle section, add the period through date and leave the bottom section blank



SAMPLE FORM

THIS FORM MUST BE SUBMITTED MONTHLY AS PART OF THE REQUIRED BILLING PROCESS

Affidavit of Union Benefits

From: _____ Project: _____
Name of Subcontractor Project Name

Business Address Project Address

City, State, Zip Code City, State, Zip Code

The undersigned subcontractor hereby certifies that all union trust benefits on behalf of the subcontractor's employees are paid and current through _____.

For Subcontractor:

Company Name

Name

Title

The undersigned union trust hereby certifies that in accordance with the trust's records and to the best of their knowledge, the above named subcontractor has paid all benefits due for hours worked by its employees through the period ending _____. This certification shall in no way relieve the subcontractor of responsibility for employee benefit contributions not reported or incorrectly reported and due.

Union Trust:

Name

Title

Address

Telephone