



### **Summary of Payment Process for ACGNA subcontractors:**

- Subcontractor must submit original AIA billing forms, G702 and G703, for payment approval. Operations will approve a regular payable amount and the retention amount.
- Subcontractor needs to be sure that contract is signed, notarized, and returned to ACGNA.
- Subcontractor must ensure that all applicable insurances in place and worded properly.
- Subcontractor must properly sign all I-9's and W-9's, and return to ACGNA.
- Sub-contract change orders must be signed and returned to ACGNA.
- When ACGNA receives payment from owner, ACGNA will produce a partial lien waiver or, if final payment, a final lien waiver, to be signed, notarized and the original returned to ACGNA. When ACGNA is in receipt of the original lien waiver, we will release the progress payment, when payment is received from the owner.