

**CITY OF NEW YORK
DEPARTMENT OF DESIGN AND CONSTRUCTION**

**SUBCONTRACTOR INFORMATION ON REQUEST FOR PAYMENT
(SUBCONTRACTOR PAYMENT FORM)**

(To Be Attached To Each Application for Partial, Substantial Completion or Final Payment)

In accordance with the provisions of this Contract, it is hereby certified that the following is a true, accurate and complete representation of the status of subcontracted work under this Contract:

Payment No. _____ Contract Registration No. _____ Task/Work Order No. _____

FMS I.D. No. _____ Payment Period: From _____ To _____

Name of Subcontractor	Value of Subcontract	Amount Previously Paid in Prior Payment Requests	Amount to Be Paid for Work Included in this Payment Request

Date: _____

Note: You will also be required to update your LBE (or M/WBE) Utilization Plan or file an affidavit of no change in your last Utilization Plan at the following project (or task order) milestones:

- For projects or task orders with original contract durations of ≤ 6 months: at 50% completion of work;
- For projects or task orders with original contract durations of > 6 months but ≤ 12 months: at 50% and 75% completion of work;
- For projects or task orders with original contract durations of > 12 months: at 25%, 50%, & 75% completion of work.

These items must be sent to the Office of Contract Opportunity, 4th Floor, DDC, 30-30 Thomson Avenue, L.I.C., NY 11101.

Company Name

Print Representative's Name

Signature of Representative

Title of Representative

ACKNOWLEDGMENT BY CORPORATION

STATE, CITY AND COUNTY OF NEW YORK, ss:

On this _____ day of _____, 20 ____, before me personally appeared _____ who being by me duly sworn, did depose and say that he/she resides in the City of _____; that he/she is the _____ of the _____ that Corporation described in and which executed the foregoing certificate of Subcontractor payments; that he/she knows the seal of said Corporation; that the seal affixed to the said certificate is such corporate seal; that it was so affixed by order of the Board of Directors of said Corporation; and that he/she signed his/her name thereto by like order for the purposes therein mentioned.

Notary Public or Commissioner of Deeds