

Contract Registration Number \_\_\_\_\_ Payment Number \_\_\_\_\_ Task Order Number \_\_\_\_\_

Payment Type:  Partial  Change Order  Article 16  Substantial  Final

The following documents comprise a complete partial payment package. Three complete payment packages are to be assembled (one package is to contain all the originals). The 'original' and one copy are to be submitted; the remaining copy retained by the Resident Engineer.

Originals	Copies	Document		Date Recd/ Prepared
1	1	DDC Payment Routing & Signature Sheet***	<input type="checkbox"/>	_____
0	3	Document Checklist (this form)	<input type="checkbox"/>	_____
1	2	Contractor's Document Checklist	■	_____
1	2	Payment Quantity Estimate (Partials and Substantials only)	<input type="checkbox"/>	_____
0	3	Insurance: ACCO Cover Letter and Certificate	<input type="checkbox"/>	_____
1	2	125% Item Justification Report (if applicable)	<input type="checkbox"/>	_____
1	2	Line H Deduction Report (if applicable)	<input type="checkbox"/>	_____
1	2	MPT/MOS Compliance Report (if applicable)	<input type="checkbox"/>	_____
1	2	Contractor Non-Discrimination Certificate	■	_____
1	2	Contractor Comptroller's Certificate (Notarized)	■	_____
1	1	Contractor's Payroll Report (Certified)****	■ ***	_____
1	2	Article 16 form with punch list (if applicable)	<input type="checkbox"/>	_____
0	3	Summary T & M Worksheets (4) (For Time & Material Payments only)	<input type="checkbox"/>	_____
1	0	Daily T & M Worksheet (at site for EAO Audit) (For Time & Material Payments only)	<input type="checkbox"/>	_____
0	3	Approved Time Extension (if applicable)	<input type="checkbox"/>	_____
0	3	Registered Change/Task Order/Overrun (if applicable) (Note: For new DDC forms: CCF Parts A, B, C, & D; Overrun Request Parts A, B, & C)	<input type="checkbox"/>	_____
1	0	Material Test Certifications (to be kept at site)****	■ **	_____
1	0	Progress Photos (to be kept at site)****	■ **	_____
0	1	Local Law 77 Monthly Reporting Form (if applicable; original to CSU)	■	_____
<b>Additional Items For Substantial/Final Payments</b>				
0	3	Substantial Completion Letter w/Punch List (Substantials only)	<input type="checkbox"/>	_____
1	2	Substantial/Final Time Extension	<input type="checkbox"/>	_____
1	2	Certificate of Completion & Acceptance (Finals only)	<input type="checkbox"/>	_____
1	2	Payment Quantity Estimate (With Final Quantities; Finals only)	<input type="checkbox"/>	_____
1	2	Net Final Overrun/Underrun Worksheet (Finals only)	<input type="checkbox"/>	_____
1	2	Acceptance of Final Quantities by Contractor (Finals only)	<input type="checkbox"/>	_____
0	3	Final Completion Acceptance Letter (Finals only)	<input type="checkbox"/>	_____
1	2	Final Core & Cylinder Analysis (Finals only)	<input type="checkbox"/>	_____
1	2	Concrete Cylinder Deficiency Deduction Report (Finals only)	<input type="checkbox"/>	_____
0	3	Mylar/Record Drawing Receipt (Trunk Watermains/Finals only)	<input type="checkbox"/>	_____
0	3	OCO Compliance Memo (LL50, LBE/M/WBE) (Finals only)	<input type="checkbox"/>	_____
1	0	Punch List (Certified: Completed and Accepted) (Finals only)	<input type="checkbox"/>	_____
1	0	Notification To/From Community Board (Finals only)	<input type="checkbox"/> **	_____
1	0	Other Agency Acceptance Letters (Finals only)	<input type="checkbox"/> **	_____
0	3	Contractor's Final Performance Evaluation (Finals only)	<input type="checkbox"/>	_____
0	3	QA Substantial Completion Sign-Off (Sub. Completion or Final)	<input type="checkbox"/>	_____
0	3	All Registered Change/Task Orders/Overruns (if applicable)	<input type="checkbox"/>	_____

- Note:**
1. An original is a document with an original signature. All originals must be signed in blue ink.
  2. : Prepared by RE; : Submitted by Contractor. RE to check off  all documents enclosed/at site.
  3. \*\* Maintain these documents in the project file/do not submit.
  4. \*\*\* Submit originals only.
  5. \*\*\*\* Only required if additional work has been performed since last payment submission.

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<b>If Contractor Has Subcontractors:</b>				
1	1	Subcontractor Payment Form (Notarized)	■	_____
1	1	Subcontractor Comptroller's Certificate (Notarized)	■	_____
1	1	Subcontractor's Non-Discrimination Certificate	■	_____
1	1	Subcontractor's Payroll Report (Certified)****	■ ***	_____
1	1	Subcontractor's Performance Evaluation(s) (Finals only)	<input type="checkbox"/>	_____
<b>If Contractor Has Stored Material:*</b>				
1	1	Permission to Store Material	■	_____
1	1	Stored Material Summary Form	■	_____
1	1	Stored Material Invoices	■	_____
1	1	Affidavit: Vendor to Contractor (Notarized)	■	_____
1	1	Bill of Sale from Contractor to the City (Notarized Blumberg Form A100)	■	_____
<b>If Payment Has Asbestos Work:*</b>				
1	1	Waste Manifest Dump Ticket	■	_____
<b>Additional Items For FTA Projects - NYCDOT Invoice Checklist</b>				
<b>For Each Invoice Package:</b>				
0	1	Payment request letter to NYCDOT and time period for which it is requested – <b>DDC Federal Projects Unit To Provide</b>	<input type="checkbox"/>	_____
0	1	Prime Contractor's requisition for progress payment, including narrative of work for which prime is billing in current invoice.	<input type="checkbox"/>	_____
0	1	Notice of Adjustment, if deductions are made. Adjustment on line items need to be supported by signed Inspector's Report and other pertinent documents.	<input type="checkbox"/>	_____
0	1	Change order log. Please fill out completely, including whether change orders are FTA-eligible	<input type="checkbox"/>	_____

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