



Project ID	Contract Registration Number	Work Order Number	Change Order Number
------------	------------------------------	-------------------	---------------------

Project Address

Payment Number	Payment Period From	Payment Period To	Submission Date
----------------	---------------------	-------------------	-----------------

**Payment Type:** ☐ Partial Payment ☐ Change Order Payment ☐ Partial Early Retainage Release Payment

The following documents comprise a complete payment package. A payment package is to be submitted as a single PDF document in the order stipulated below, with electronic or scanned signatures where required. A complete printed copy, including any signatures or notarizations, must be retained in the field office.

**Note:** Projects with grant funding may have additional requirements.

### Contractor Documents:

- ☐ Document Checklist (this form)
- ☐ Payment Detail
  - Automatically generated for projects utilizing Daily Diaries*
- ☐ Payment Summary and Certification
  - Automatically generated for projects utilizing Daily Diaries*
- ☐ Contractor and Subcontractor Non-Discrimination Certificate
- ☐ Contractor Certificate(s) to the Comptroller, notarized
- ☐ Subcontractor Certificate(s) to the Comptroller, notarized
- ☐ Subcontractor Compliance Report
- ☐ Contractor Certified Payroll Report
- ☐ Subcontractor(s) Certified Payroll Report
- ☐ Stored Materials, if applicable:
  - ☐ Request for Permission to Store Materials
  - ☐ Stored Materials Summary
  - ☐ Stored Materials Invoices
  - ☐ Bill of Sale/Transfer of Title
- ☐ Alternative Delivery Memo(s), if applicable:
  - ☐ Payment/Work Certification
  - ☐ Lead Quality Certification
  - ☐ Designer of Record Certification

### DDC PM/EIC Documents:

- RFAS approval for all subcontractors, if applicable
  - Approved Change Order, if applicable
  - 125% Item Justification Report, for overruns, if applicable
  - Approved Time Extension, if applicable
  - Deduction Report, if applicable
  - Partial Early Retainage Release, if applicable
  - PDMS "Standards Reports"
    - Automatically generated for projects utilizing Daily Diaries*
  - PDMS "Items Report"
    - Automatically generated for projects utilizing Daily Diaries*
- First Payment Only:**
- Notice to Proceed (NTP)
  - Contract

The following documents are contractual requirements that have historically been included in payment packages and are no longer required in each payment package. Up-to-date documents are to be maintained in the field office. This is not an exhaustive list:

- Current Insurance
- Employee Daily Sign-in Log
- Local Law 77 Monthly Reporting Form, if applicable
- Material Test Certifications, if applicable
- Progress Photos, if applicable
- Waste Manifest Dump Ticket, if applicable
- Change Orders: Daily Time and Material Worksheet, if applicable