

## U-M Payment Application Instructions

Below is a list of items that need to be included with each contractor pay application submitted to U-M.

### Pay Application - #1:

G702 AIA Pay Application & G703 Schedule of Values  
Contractor Sworn Statement

### Pay Application - #2 thru second to FINAL:

G702 AIA Pay Application & G703 Schedule of Values  
Contractor Sworn Statement  
Contractor Acknowledgment of Payment (AoP) Form  
PARTIAL or FULL AoP Forms from all subcontractors/suppliers  
(must be provided if a sub was paid from the previous pay app)  
Consent of Surety (if reducing retention from 10% to another amount)

### Pay Application – FINAL

G702 AIA Pay Application & G703 Schedule of Values  
Contractor Sworn Statement  
Contractor AoP Form  
FULL AoP Forms from all subcontractors/suppliers  
FINAL Consent of Surety

### Note:

- 1) All approved change orders should be listed in the “Change Order” section of the G702 AIA pay app cover page.
- 2) Contractor change orders that are signed and fully executed AFTER the “Period To” date on a pay app cannot be added to or billed on that pay app.
- 3) Additional back-up documentation may be required upon request by U-M.

## U-M Sworn Statement and Acknowledgment of Payment (AoP) Form

Attached you will find a blank example (for reference only) of the U-M Sworn Statement and Acknowledgment of Payment (AoP) form. These forms may be found on our website at the following address: <http://www.umaec.umich.edu/for-vendors/project-documents/bid-resources/>

In the example, the Sworn Statement has three (3) columns that are color coded and lettered. If you refer to the AoP form, the three (3) lines are also color coded and lettered. The amount showing on the Sworn Statement should match the corresponding amount showing on the AoP form.

The Total Payments Issued to Date column (C) on the U-M Sworn Statement is the amount that you, the prime contractor, have issued in payments to each of your subcontractors/suppliers.

The Total Accumulated Paid to Date line (C) on the AoP form is the amount that you, the prime contractor, has received from U-M, or it is the amount the subcontractor/supplier has received from the prime contractor.

- In theory, Previous Certificates for Payment (B) and Total Payments Issued to Date (C) on your Sworn Statement should match.
- Likewise, Previous Certificates for Payment (B) and Total Accumulated Paid to Date (C) on the AoP form should match.
- Finally, Total Accumulated Paid to Date (C) on the AoP form and Total Payments Issued to Date (C) on your Sworn Statement should match.

Due to timing constraints of processing invoices, the three bulleted points above could have varying amounts and may or may not always match if there are pending/unpaid invoices.

All three amounts on the AoP form will match when a subcontractor/supplier is paid in full and a FULL AoP form is submitted.

Note:

- 1) Contractors must include their self-perform work on their Sworn Statement.
- 2) The totals along the bottom of the contractor's Sworn Statement should equal the amounts listed on their G702 AIA cover page. These amounts should also appear on the contractor's AoP form.
- 3) Contractor and subcontractor AoP forms should be completed based upon the sworn statement amounts of the current pay application in process.

Please contact our AEC Project Facilitator, Adam Poplawski, if you have any additional questions.  
734-647-4816  
adamtpop@umich.edu



**SWORN STATEMENT**

DATE: \_\_\_\_\_

STATE OF MICHIGAN }  
COUNTY OF WASHTENAW } §

The Deponent, \_\_\_\_\_, being first duly sworn, deposes and says that: \_\_\_\_\_ is the Construction Manager/Contractor for an improvement to the following real property, of which The Regents of the University of Michigan is the Owner, described as:

Building Name: \_\_\_\_\_ Project Description: \_\_\_\_\_ U-M Project No. P000

That the following is a complete statement of the Construction Manager/Contractor and each Trade Contractor, Subcontractor, Supplier, etc. for which payment is due but unpaid, with whom the Construction Manager/Contractor has awarded Trade Contracts/Subcontracts and Supply Contracts for performance under the contract with the Owner, and is an accurate representation of the status of all amounts due to the firms as of the date hereof:

A B C

	Firm Name	Work Category	Original Contract Amount	Current Contract Amount	Total Completed	Total Retained (including this Application)	Previous Certificates for Payment	Total Payments Issued to Date	Current Payment Due	Balance After This Payment (including Retainage)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
	<b>TOTALS</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

That the Construction Manager/Contractor has not entered into a Trade Contract/Subcontract with, or procured material from, any person other than those set forth on this form and owes no money for the improvement other than the sums set forth on this form. Deponent further says that he or she makes the foregoing statement as an authorized representative of the Construction Manager/Contractor for the purpose of representing to the Owner that the property described on this form is free from claims, except as specifically set forth on this form.

Deponent Signature  
\_\_\_\_\_  
Printed Name, Title

WARNING TO DEPONENT: A PERSON WHO, WITH INTENT TO DEFRAUD, GIVES A FALSE SWORN STATEMENT IS SUBJECT TO CRIMINAL PENALTIES.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Signature \_\_\_\_\_

Notary Stamp

**ACKNOWLEDGMENT OF PARTIAL [FULL] PAYMENT**

We (Claimant) have a contract with \_\_\_\_\_  
to provide \_\_\_\_\_ (the "Work") for improvements to  
the property described as: \_\_\_\_\_  
and hereby acknowledge payment for labor/materials provided for all prior invoices.

This acknowledgment, together with all previous acknowledgments, if any, covers all amounts due to us  
for contract improvement as noted in the summary provided below.

We hereby certify that the following Statement of Account is accurate:

Current Contract Amount	\$ _____	A
through (latest approved) Change Order # ** _____ **		
Previous Certificates for Payment (line #7 AIA G702)	\$ _____	B
Total Accumulated Paid to Date	\$ _____	C
through previous paid Invoice # ** _____ **		

There are no other amounts which are or could become payable to us on account of any event occurring prior to the date of this Acknowledgment, except amounts which may be due under Construction Change Directives which have been properly issued under the contract, but for which no final amount has been agreed upon as of the date of this Acknowledgement, and we neither have nor are aware of any unasserted claims in connection with our Work. We, on behalf of the undersigned and all Trade Contractors, Subcontractors, Suppliers, laborers, employees and all others claiming by, through or under the undersigned, covenants and agrees to release and does release and forever discharge the Owner and their respective successors and assigns, of and from all manner of actions, suits, debts, damages, judgments, expenses, claims and demands of any kind or nature whatsoever, in law or in equity, that the undersigned or anyone claiming by, through or under the undersigned shall ever have had by reason of (i) work performed or labor or material furnished for the improvement as of the date set forth above, or (ii) in any manner connected with such work, material, or labor, including without limitation, change orders, delays and field conditions and excluding only the undersigned's claim for payment of retainage. We further covenant and agree to indemnify, defend and save harmless the Owner and their successors and assigns from and against any claims, demands, losses, costs and expenses (including attorney fees and expenses) incurred due to any such claim or demands against the Owner or due to the failure or inaccuracy of any statement or representation set forth herein.

CLAIMANT HAS READ THIS ACKNOWLEDGMENT AND UNDERSTANDS ITS CONTENTS AND ITS ABSOLUTE AND UNCONDITIONAL NATURE. CLAIMANT HAS EXECUTED THIS ACKNOWLEDGMENT FREELY AND INTENTIONALLY BECAUSE ITS CONTENTS ARE TRUE AND ACCURATE IN ALL RESPECTS. NOTHING IN THIS ACKNOWLEDGMENT IS INTENDED TO MODIFY OR NEGATE THE PROVISIONS OF THE CONTRACT DOCUMENTS.

Claimant / Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_