



FACILITIES DIVISION

ACCS FORM 6-D

APPLICATION AND CERTIFICATE FOR PAYMENT

Attach Schedule of Values. Attach Current Progress Schedule.

ACCS PROJECT#:		APPLICATION#:		DATE:	
PROJECT:					
TO OWNER:					
Address:		Phone:		Email:	
FROM CONTRACTOR:					
Address:		Phone:		Email:	
ARCHITECT/ENGINEER:					
Address:		Phone:		Email:	
TOTAL ORIGINAL CONTRACT:					
FULLY EXECUTED CHANGE ORDER(S) NUMBERS	THROUGH				
TOTAL CONTRACT TO DATE:					
Work Completed to Date per attached Schedule of Values:					
Stored Materials:					
Total Completed Work and Stored Materials: (% of Contract To Date)					
<small>5% of Total Completed Work and Stored Materials (TCWSM) is retained when TCWSM is less than or equal to 50% of Total Contract to Date. 0% retained when TCWSM is more than 50% of Total Contract to Date. 0 is retained on final pay app.</small>					
Less Retainage:	Total Due:		Final Payment Application		
Less Total Previous Payments:					
Balance Due This Estimate:					

1 CONTRACTOR'S CERTIFICATION

The undersigned Contractor certifies that to the best of his knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by him for Work for which previous Certificates for Payments were issued and payments received from the Owner and that current payment shown herein has not yet been received.

By: _____ Date: _____
CONTRACTOR'S SIGNATURE

Name: _____

Title: _____

Sworn and subscribed before me this _____ day of _____

(SEAL)

NOTARY PUBLIC'S SIGNATURE

2 ARCHITECT'S/ENGINEER'S CERTIFICATION

In accordance with the Contract Documents, the Architect/Engineer certifies to the Owner and College that to the best of the Architect's/Engineer's knowledge and belief:

- the work has progressed to the point indicated herein **and according to the updated attached progress schedule,**
- the quality of the Work is in accordance with the Contract documents, and
- the Contractor is entitled to payment of the amount approved.

By: _____ Date: _____
ARCHITECT'S/ENGINEER'S SIGNATURE

Name: _____

Title: _____

3 COLLEGE APPROVAL (non-final progress schedule attached)

By: _____
COLLEGE

Name: _____

Title: _____

Date: _____

INSTRUCTIONS

- Date of first payment application cannot precede the Notice to Proceed's Begin Date.
- A change order must be fully executed before inclusion on a payment application.
- On a final payment application, all change orders must be fully executed and included.
- Contractor's signature date cannot precede the payment application date.
- Progress schedules must be included with non-final payment applications.
- One payment application per month may be submitted.
- Retainage is released when the Certificate of Substantial Completion is fully executed, all other close-out requirements per General Conditions Article 34 are completed and the final payment

IF APPLICABLE: ANY PAY APPLICATION THAT REDUCES RETAINAGE REQUIRES ACCS APPROVAL PRIOR TO PROCESSING FOR PAYMENT

ACCS FACILITIES REPRESENTATIVE Name: _____ Date: _____

VER: 04042025