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SUBCONTRACTOR ADMINISTRATIVE FILES
(CYE Enterprises, Inc.)

ADMINISTRATIVE FILE ATTACHMENTS AND INSTRUCTIONS

1. **CYE Instructions for Completion of Certified Payroll**

Certified payroll reports must be submitted to CYE weekly. Please follow instructions provided in the attached. CYE should also receive all of your sub-subcontractors' required certified payroll forms from you.

2. **Blank Certified Payroll Form**

Attachments in PDF fillable format and Excel format – Other formats are acceptable.

3. **Schedule of Values and Pay Application/Invoice Approval Process**

Prior to issuing a pay application, a schedule of values must be approved by the CYE project manager assigned to this project. Please review the attached instructions that were also submitted along with the Subcontract Documents.

4. **Subcontractor's Application for Payment**

All Applications for Payment must be on a CYE form, fully completed and notarized. Your application is **due on or the business day before the 20th of the month** (unless otherwise instructed) for project durations over a month. You are welcome to include your own invoicing documents along with the application.

If your subcontract agreement has a retainage required, all final retainage pay requests must be submitted separately with a final release.

Your pay application must also be accompanied by a CYE Project Manager-approved completed schedule of values (see item 3 above), a lien release (see item 5 below) and receipts/bills of lading for stored material billings.

Line 1 = Original Subcontract Amount

Line 2 = Sum of all change orders – enter net amount

Line 3 = Original Subcontract plus (or minus) changes on Line 2

Line 4 = Value of completed work to-date

Line 5 = Value of net change orders completed to-date

Line 6 = Value of complete work plus (or minus) changes on Line 5

Line 7 = Retainage amount (typically, multiply Line 6 times .1 (10%))

Line 8 = Subtract Line 7 from Line 6

Line 9 = Enter amount of all Line 10 amounts in previous applications

Line 10 = Subtract Line 9 from Line 8

5. **Lien Releases**

A "Conditional Release of Lien Upon Progress Payment" should be signed, notarized and submitted with all pay applications other than the final. A "Final Affidavit & Release of Lien" would be signed, notarized, and submitted with a final application that includes the retainage.

Using sub-subcontractors?

Submit a lien release from the sub-subcontractor through your previous billing date.

Using vendors with Notice to Owners?

Submit a lien release from the vendor through your previous billing date.

Certified
Payroll

Pay
Application
Processing

Billing and Pay Applications need to be sent to:

billing@cyenc.com

Office and Fax: 904-647-2447

Certified Payroll need to be sent to:

hr@cyenc.com

Office and Fax: 904-600-5216