

SUBCONTRACTOR PAYMENT VERIFICATION FORM

Purpose

Indianapolis Public Transportation Corporation monitors and verifies all subcontracted work to ensure that all subcontractors are paid promptly. Each subcontractor must verify the actual payment amount received on each active contract during the reporting period.

Instructions

Please type the requested information into the fields below and return this form to supplierdiversity@indygo.net by the 10th of each month. Include all payments received by the subcontractor on each active project the firm has committed to work. Attach additional sheets if necessary.

Record “no payment” in the amount paid field if the subcontractor did not receive payment for an invoice submitted during the reporting period.

If the subcontractor has not completed work on a project and/or does not have any payments to report, record “NONE” in the subcontractor invoice number field and provide the estimated project start date in the comments field.

Please contact the IndyGo Supplier Diversity Department at supplierdiversity@indygo.net with any questions.

SUBCONTRACTOR:		SUBCONTRACTOR REPRESENTATIVE:			TITLE:		REPORTING PERIOD MM/YY:
Project Number	Prime Contractor	Subcontractor Invoice Number	Invoice Amount	Payment Date MM/DD/YY	Amount Paid	Work Description & NAICS Code	Comments

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I certify that the above payment verification information is true and accurate to the best of my knowledge and that all payments have been received. By signing my name below and submitting this report, I affirm that I am authorized to submit this report on behalf of this firm.

Date	Subcontractor Representative Signature	Email Address	Phone Number