



## “HOW TO GET PAID” Promptly by HBW

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HBW’s goal is to pay you as promptly as possible. To make sure this happens it is important that the following guidelines are followed.

1. Have the following documents on file with HBW
  - Master Subcontract Agreement or Professional Services Agreement – Document is sent to you for review and signature upon initial award of work with HBW.
  - W-9 Form – Document is sent to you for completion upon initial award of work with HBW.
  - Certificate of Insurance (COI)
    - Register with our third-party insurance verification service, **BCS**, at [www.bcscoi.com/hbw](http://www.bcscoi.com/hbw) or calling 862-242-5500
    - Provide the necessary COI.
    - Insurance requirements and sample COIs can be found at <https://hbwconstruction.com/subcontractors/>
2. Application for Payment, Conditional Lien Waiver and Certified Payroll – **SCAN** your AIA form G702 (or equivalent format) and Lien Waiver forms to [invoices@hbwconstruction.com](mailto:invoices@hbwconstruction.com) .
  - Note the HBW job number, job name and Project Manager’s name on the subject line of your email. Also include a job number on all invoicing and lien waivers.
  - Retention billing should be done on a separate invoice.
  - Invoices are due by the 20<sup>th</sup> of the month.
  - Lien Waivers (conditional) **MUST** be submitted with invoices. No exceptions.
  - Your notary seal must be an ink-based stamp and NOT an EMBOSSSED type seal.
  - Notary block must reflect original signatures. No special fonts or DocuSign signatures.
  - Subcontractors on prevailing wage projects are required to submit weekly certified payroll reports electronically through e-Mars or owner designated tracking system. All lower tier subcontractors must also adhere to this requirement.
3. When HBW receives owner payment, and the above items are complete, we will prepare your check within one week. Payments to subcontractors will be determined according to the percentage paid in each category to date by the owner on a given job.
4. Register with NVOICEPAY/CORPAY to be paid by Mastercard (merchant fee applies) or ACH (free) using the following link:  
<https://vendors.nvoicepay.com/enroll/HBWPropertiesInc>

**NOTE:** All Insurance requirements, sample COIs, W-9, Payment Application templates, and Lien Waiver templates can be found on our website at: <https://hbwconstruction.com/subcontractors/>