

Form Instructions

Subcontractor Name: Enter the name of each subcontractor performing work on the contract.

Start Date: Enter the date the subcontractor began work on the contract.

Percent Complete: Enter the percentage of contract work completed by the subcontractor as of the date of this form.

Monthly Amount of Retainage: Enter the dollar amount of retainage being withheld for the month being reported on this form.

Total Amount of Retainage: Enter the total dollar amount of retainage being withheld from the subcontractor since their work began.

Retainage Release Date: Enter the date the retainage has been released to the subcontractor. If not released during the month of reporting on this form, leave blank.

Date Subcontractor's Work (physical and paper) Completed: Enter the date all outstanding paperwork was received (affidavit of wages paid, certified payroll, etc.)

Remarks: Enter relevant comments.