



How to Get Paid by Brandon Construction, LLC

Please find needed forms and sample insurance certificates under the [FORMS](#) tab on our website at www.brandonbuilding.com. All forms should be filled out, signed, scanned and returned via [email](#).

1. W-9 taxpayer form filled out and returned
2. Signed subcontract returned. No work may commence without returned subcontract.
3. Certificates of insurance for:
 - Workers Compensation
 - General Liability
 - Automotive
4. **No payments will be issued without above documentation on file**
5. Progress payment waiver & release of lien for payment period by subcontractor and all vendors employed.
6. Fill out and submit a payment requisition
7. Email all correspondence to: accounting@brandonbuilding.com