



### 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](http://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](mailto:accounting@brandonbuilding.com)
8. We email payments from BuilderTrend. We need the email address you want your payment sent to.