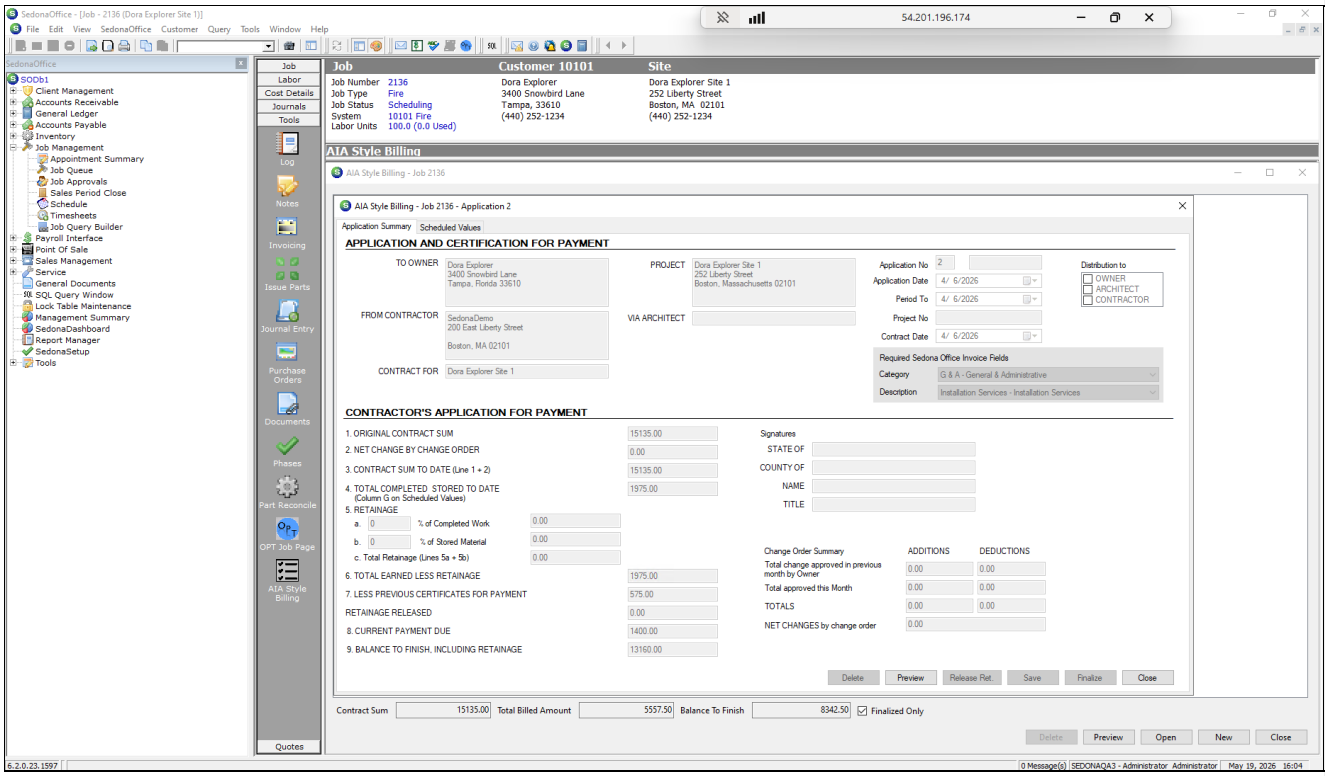
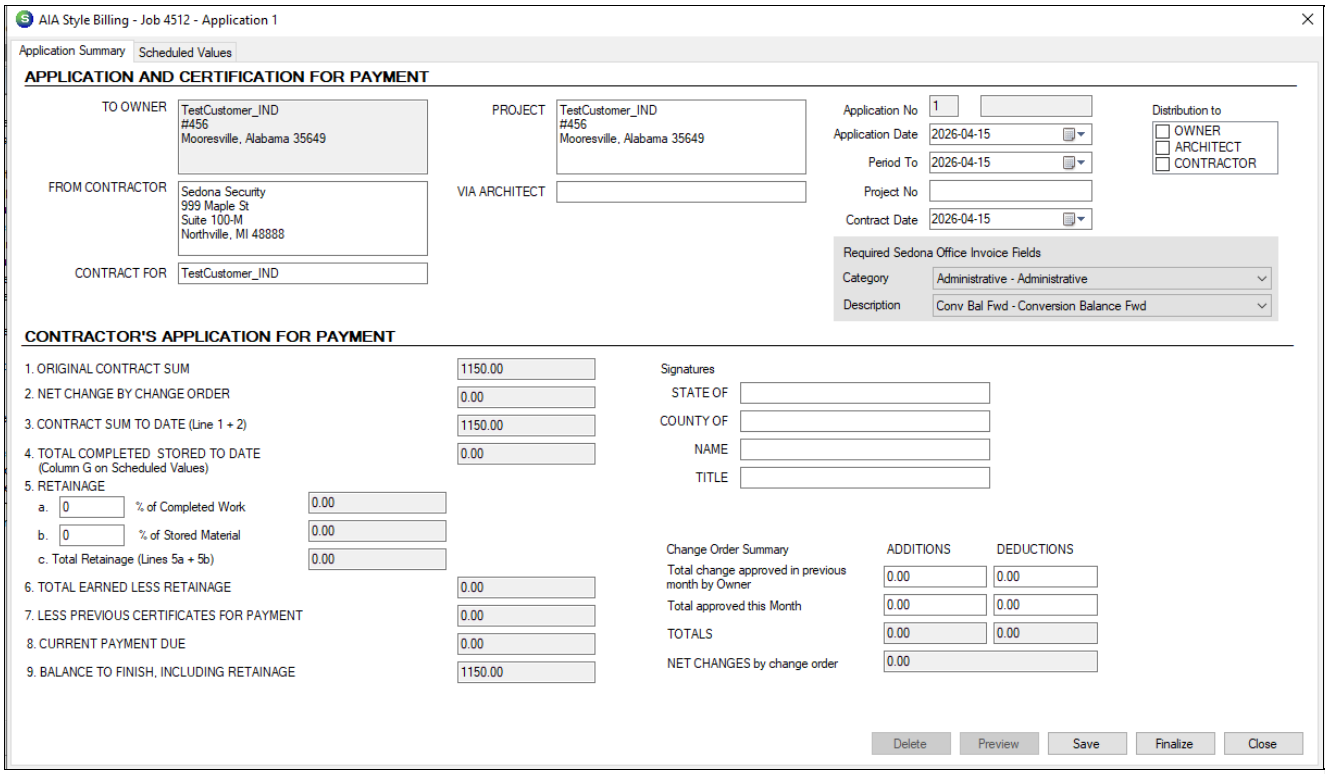
Application and Certificate for Payment

Last Modified on 11/06/2026 7:50 pm EST

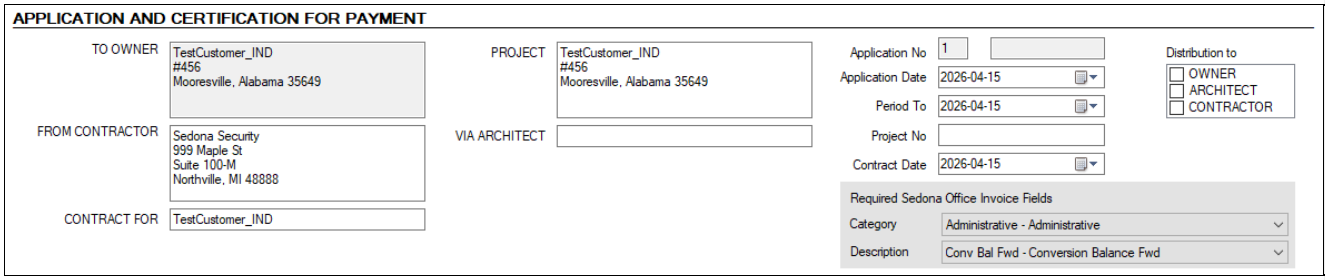
The Application and Certification for Payment form is the cover sheet for your billing application. It includes these sections: header information, summary totals, and certification section.





Header Information

- Project name, location, and address
- Applicant (your company) information
- Owner/customer information
- Contractor information
- Architect information
- Contract date and number



Summary Totals

The Application and Certification for Payment form automatically summarizes these:

- Original contract sum
- Net change by change orders (applies only to change orders created before AIA Style Billing was enabled)
- Contract sum to date
- Total completed and stored to date
- Retainage

- Total earned less retainage
- Less previous certificates for payment
- Current payment due
- Balance to finish, including retainage

CONTRACTOR'S APPLICATION FOR PAYMENT

1. ORIGINAL CONTRACT SUM			1150.00
2. NET CHANGE BY CHANGE ORDER			0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)			1150.00
4. TOTAL COMPLETED STORED TO DATE (Column G on Scheduled Values)			0.00
5. RETAINAGE			
a. 0 % of Completed Work		0.00	
b. 0 % of Stored Material		0.00	
c. Total Retainage (Lines 5a + 5b)		0.00	
6. TOTAL EARNED LESS RETAINAGE			0.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT			0.00
8. CURRENT PAYMENT DUE			0.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE			1150.00

Certification Signatures Section

- Applicant's certification signature and date
- Architect's certification (to be completed by architect/engineer)
- Owner's/lender's approval sections

Signatures

STATE OF	
COUNTY OF	
NAME	
TITLE	