

# SAMPLE SUBCONTRACTOR PAYMENT REQUEST



## STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

GOVERNOR

SECRETARY

January 19, 2019

**CERTIFIED MAIL**

Project: R-5678E  
Contract No.: C211111  
County: Honey  
Description: Storm Drainage Infiltration Basins

Super Contracting Company  
333 Alto Road  
Wheatown, North Carolina 28777

Subject: Subcontractor Payment

Gentlemen:

The Department has been notified by Stones Unlimited, a subcontractor of Super Contracting Company on the above project of outstanding payments due them for work performed on the above referenced project. Stones Unlimited has provided documentation that they performed work totalling \$247,165.93 and have been paid \$199,777.92. This leaves outstanding payments of \$47,388.01.

Subarticle 109-4(B) of the Standard Specifications requires that contractors at all levels; prime, subcontractors, or second tier subcontractors, shall within seven calendar days of receipt of monies, resulting from the satisfactory completion of work performed, pay subcontractors, second tier subcontractors, or material suppliers.

Please provide documentation to this office within seven (7) days of receipt of this letter, which supports that all outstanding obligations to Stones Unlimited have been met or provide justification for withholding payment.

Should you have any questions, contact I. M. Resident, P. E. at 555-555-5555.

Sincerely,

I M. Resident, P. E.  
Resident Engineer

cc: Division Engineer  
State Construction Engineer  
Assistant State Construction Engineer  
Area Construction Engineer

*Mailing Address:*  
NC DEPARTMENT OF TRANSPORTATION  
RESIDENT ENGINEER'S OFFICE  
P.O. BOX 111  
ANYWHERE, NC 27777

*Telephone:* (919) 555-5555  
*Fax:* (919) 555-5555  
*Website:* WWW.DOH.DOT.STATE.NC.US

*Location:*  
222 DISTRICT STREET  
ANYWHERE, NC 27777

