



CONSULTANT'S PAYMENT REQUEST TRANSMITTAL

Contract # _____ Estimate/Invoice # _____
Purchase Order# _____ Work Period(this estimate): _____ to _____

Consultant Firm Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Project Description:

Send Consultant's Payment Request Transmittal to: APCanal@nypa.gov & [\(NYSCC Contract Manager\)@canals.ny.gov](mailto:(NYSCC Contract Manager)@canals.ny.gov)

We have included the following required materials:

- Statement of Account (CC-W5214-9)
- Consultant's Monthly Estimate for Payment (CC-W5213-9)
- Consultant's Payroll Abstract (CC-W44127-9)
- Consultant's Cost Control Report (CC-W4453-9)
- Project Progress Report
- Backup Documentation (timesheets, receipts, etc.)

NOTE: Must include a separate Consultant's Payment Request Transmittal for each sub-consultant

Comments/additional materials included:

Signature: _____

Date: _____



STATEMENT OF ACCOUNT

Contract # _____	Estimate/Invoice # _____	Consultant Use Only ^(A)	Corporation Use Only ^(B)
WORK			
Total work reported on previous estimates..... \$ _____			
Total of all previous estimates including retainage withheld.			
Work reported on this estimate.....			
The amount of the current estimate submitted before retainage withheld calculation.			
Adjustment (Corporation Use Only) Executed to date.....			
Includes all estimates and retainage (also current estimate).			
Deduct 5% retainage.....			
Calculated by multiplying 5% of items: I - Salaries and III - Overhead or I - Salaries and III - Multiplier (Overhead & Profit) until maximum is reached.			
Previous payments.....			
Total of all previous estimates less the amount withheld for retainage, including adjustments.			
Requested payment..... \$ _____			

Amount of this Payment
Total amount to be paid for current estimate after retainage.

_____ % of Agreement Complete

A. CONSULTANT USE ONLY

State of New York)
County of _____) ss.:

_____, being duly sworn, deposes and says:
that he is _____ of _____
the _____, which contracted for the work described in the
foregoing invoice for payment and in whose name the foregoing account is rendered against the New York State Canal Corporation: that the services specified in such invoice for payment were in fact rendered as charged; that the prices charged are just and reasonable and that no part of the foregoing invoice for payment has been paid.
Subscribed and sworn to before me
this _____ day of _____, 20 ____ .

Notary Public
Commissioner of Deeds

Consultant Signature

B. Corporation USE ONLY

I, _____, Director of _____
employed in the supervision of the work described in the attached consultant's invoice for payment; certify that the services stated therein have been finished and the work properly performed in accordance with the terms of the Contract, and that the payment in the sum of \$ _____ can be made without detriment to the interest of the NYS Canal Corporation, to the best of my knowledge and belief.

Director Signature

Date



CONSULTANT'S PAYROLL ABSTRACT

Contract #: _____

Invoice #: _____

Consultant Name: _____

Work Period: _____ to _____

Project Description: _____

Employee Name	Title (as shown in Contract)	Hourly Rate	Hours	Direct Technical Salary	Premium Overtime
Totals					