

**Disbursement Voucher
Progress Payment**

Form E2

Project Name:

General Information

Date	Trade or Supplier (framing, electrical, HVAC, etc.)		
Owner Name	Project Address		
Payable to (Payee)			
Payee Address	City	State	Zip
Payee Telephone	Fax		

Payment Information		
Payment for labor and/or materials described below, provided in the construction of the building(s) erected at this location.		
Designated Payee(s) breakdown (Labor & Materials):	Invoice Number	Amount (\$)
Amount payable to Subcontractor or direct supplier		
Amount Payable to Subcontractor & Supplier jointly * (Attach material release per box below or draw will be delayed)		
TOTAL Funds Requested		

*If a Material Supplier Release is not provided, the voucher will not be processed. If a conditional Material Supplier Release is provided, GLM will issue a joint check for the amount reflected on the lien release. "Out of inventory" is not an acceptable explanation.

Supplier Information (Attach invoice and Material Supplier Release)

It is mandatory that all invoices and Material Supplier Releases be attached to this request. This waiver will not be paid unless an invoice for work performed and all proper waiver and release form(s), including material supplier(s), are attached or released on voucher form. (Check applicable box below.)

Supplier Name	Telephone	Amount (\$)
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Check applicable box:

- Material Supplier **Conditional** waiver and release upon **Progress** payment (Attach).
- Material Supplier **Unconditional** waiver and release upon **Progress** payment (Attach).
- No Release provided.
- Material Supplier **Conditional** waiver and release upon **Final** payment (Attach).
- Material Supplier **Unconditional** waiver and release upon **Final** payment (Attach).

Subcontractor Conditional Waiver and Release Upon Progress Payment (Attach invoice)

Upon receipt by the undersigned of a check in the sum of \$_____ payable to _____, and when the check has been properly endorsed and has been paid by the bank upon which it was drawn, this document shall become effective to release any mechanic's lien, stop notice or bond right the undersigned has on the job of: _____ located at _____ to the following extent. This release covers a progress payment for labor, services, equipment or material furnished to _____ through _____ only and does not cover any retentions retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under a written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in this release. This release of any mechanic's lien, stop notice or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment or material was not compensated by the progress payment. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Tax Information: Substitute W-9 (Mandatory for Voucher Request to be processed.)			
Tax ID Number	(Individual or corporation without a Federal tax ID Number must furnish social security number.)		
Tax Payor Name	<input type="checkbox"/> Individual/DBA	<input type="checkbox"/> Corporation	<input type="checkbox"/> Other: Partnership, etc.
Signature			
The undersigned certifies that all items for which payment is hereby authorized were used on the project named above and are due and payable. Under penalties of perjury, by submitting this voucher for payment, payee certifies that the number shown on this form is the correct TIN, that payee is not subject to back-up withholding and that payee is a U.S. citizen or U.S. person. Anyone submitting false information to obtain construction funds or diverting such funds is guilty of a felony.			
Certification: 1. TIN is correct. 2. I am not subject to back-up withholding. 3. I am a U.S. citizen or U.S. person. The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.			
Payee's Authorized Signature	Date		
Subcontractor or Payee Name			