**Sworn Statement**

**What is it?**

It is a certified document showing the amount that has been paid or is owed

by the contractor to each of their subs or supplier’s. The statement also

shows the contract value of each sub and supplier for the project with his prime

contractor. It is required to make sure subs /suppliers are being paid by

their prime contractor.

**Who is involved**

Project Manager, Director, Senior Director– Review sworn statement for accuracy

and completeness.

Contractors / Subcontractor: Review and Submit sworn statement with each pay

Application, if they have a supplier and / or sub working with them on the project

with contract value greater than $ 1,000.00.

**How / Process:**

PM to make sure the entire tier of suppliers and subcontractors with contract

value greater than $ 1,000.00 and working on the project are listed in the sworn

statement.

The sworn statement must be certified by a notary.

Go over notice of furnishings received for vendor inclusion in sworn statement.

**Checklist**

N/A

**Timeline Considerations**

Sworn Statement must be submitted with each pay application by all subs billing

for the time period.

**Forms**

We were going to come up with a standard templet???

**Filing**

Sworn Statement’s must be filed with the pay application.