

SAN DIEGO METROPOLITAN TRANSIT SYSTEM
PROMPT PAYMENT CERTIFICATION FORM

PURPOSE: This certification is used to monitor compliance by prime contractors to promptly pay its subcontractors. In accordance with DOT's DBE Regulations and MTS's DBE Program, prime contractors must pay its subcontractors for satisfactory completion of subcontractors' work no later than thirty (30) days, or no later than seven (7) days if a public work, from prime contractor's receipt of payment from MTS. Any delay or postponement of payment over thirty (30) days must be for good cause and after receipt of prior written approval from MTS.

INSTRUCTIONS: Please complete the below Prompt Payment Certification Form and return with each invoice request to MTS and upon receipt of last payment of MTS email the form to contract.admin@sdmts.com. Processing of invoice payments may be delayed or withheld for failure to submit this form or failing to provide prompt payment in accordance with the contract.

1. CONTRACTOR INFORMATION

Contractor Name: _____ MTS Contract / Work Order No. _____ Email Address: _____

2. SUBCONTRACTOR PAYMENT INFORMATION

(Complete the following table. Attach additional sheets if necessary)

Date Prime Last Received Invoice Payment from MTS <i>If this is the first invoice for contract, please state "first invoice", then continue to Certification.</i>	Was any of that invoice payment for services provided by subcontractor? <i>If Yes continue with Subcontractor information If No, please state "no", and then continue to Certification</i>	Name of Subcontractor	Date Paid Subcontractor <i>If not yet paid, please state "pending", and provide the date paid in a subsequent form or if last payment of contract email contract.admin@sdmts.com</i>	Amount Paid to Subcontractor <i>If not yet paid, please state "pending", and provide the amount paid in a subsequent form or provide directly to MTS</i>	If payment was delayed over 30 days, did MTS approve such delay and was the delay for good cause (explain)?

3. CERTIFICATION

The contractor hereby certifies that the foregoing Prompt Payment Certification Form is true and correct and it has complied with the prompt payment and return of retainage requirements of the contract.

Signature _____ Title _____ Date _____