

**INSTRUCTIONS FOR CONTRACTORS  
"HOW TO FILL OUT VENDOR PAYMENT REPORT"**

The Vendor Payment Report is to be filled out by the Contractor and submitted with each invoice. The instructions below correspond to each item on the reverse side of the report. Please follow the instructions.

1. **Invoice Number** – Fill in the invoice number accompanying this report.
2. **Report Number** – Fill in the number of the report you are sending in sequence. For example: if this is the second invoice you are submitting, you are sending in Report Number 2.
3. **Reporting Period** – This is to be filled in to state the period of time you are reporting. Example: From: April 1, 2011 To: April 30, 2011
4. **RTA Contract Number** – Fill in the contract number assigned to your project by RTA; make sure that your invoice corresponds to the Contract No.
5. **Type of Contract** – Designate the type of contract that has been awarded your by the RTA.
6. **Contractor's Business Name, Address, and Telephone Number** – Fill in your company's name, address, and telephone number
7. **Date of Contract Award** – Fill in the date contract was executed by both you and RTA.
8. **Estimated Date of Completion** – Fill in the completion date of contract as written in contract.
9. **Original Contract Amount** – Fill in dollar amount of original contract agree upon by you and RTA.
10. **Current Amended Contract Amount** – Fill in the dollar amount of original contract plus/minus the dollar amount agreed upon at a later date as a result of contract modifications (change order). If applicable, include date of modification.
11. **Total Amount Received to Date** – Fill in the dollar amount you have received from RTA to date.
12. **Total Amount Owed** – Fill in the dollar amount of the contract minus amount paid to you by RTA.
13. **Committed Disadvantaged Business Participation** – Fill in the percentage of DBE participation you committed to obtain on the contract.
14. **Instructions for Calculation of DBE Percentage: Dollar amount paid to DBE divided by dollar amount received by Contractor from RTA** – Complete in accordance with directions on the form.
15. **Actual Disadvantaged % to Date** – Fill in the calculated dollar amount paid to the DBE divided by the dollar amount you received from RTA.
16. **Name of Vendor/Subcontractor** – Name all DBE/MBE/WBE subcontractors used in this contract. Use additional sheets as necessary.
17. **Disadvantaged/Minority/Women-Owned Business Enterprise** – State whether the subcontractor is a DBE/MBE/WBE.
18. **Description of Work** – State the work performed by the DBE/MBE/WBE subcontractor.
19. **Amount and Date of Last Payment** – State the amount and date of last payment made to each DBE/MBE/WBE subcontractor. Submit evidence of payment, i.e. cancelled check, check register, etc.
20. **Subcontractor Value (Dollars)** – State the committed dollar value to the DBE/MBE/WBE subcontractor for the duration of the contract.
21. **Percent of Earned Progress to Date** – State the percentage by dividing the dollar amount paid to the DBE/MBE/WBE subcontractors by the full amount committed to them.
22. **Amount Paid to Date (Dollars)** - Add all amount paid to each DBE/MBE/WBE subcontractor to date.
23. **Amount of This Invoice Allocated to Vendor/Subcontractor** – Fill in how much of this invoice will be paid to each DBE/MBE/WBE subcontractor.