

Instructions for Completing the Form

1. On this form, only report expenditures to be made to HUB prime contractors, HUB subcontractors, HUB material suppliers, or HUB designers/consultants.
2. Each prime contractor/designer must submit their completed form and those of their non-HUB subcontractors/consultants to the college with each monthly pay request.
3. Indicate N/A under the column "Name of Firm" if no payments will be made to HUB subcontractors, consultants, or material suppliers for this pay period.
4. If the prime contractor completing this form is not a HUB contractor, they must:
 - a. List their HUB subcontractor(s)/material suppliers, and the payments that will be made to them for this pay period.
 - b. Provide a copy of this form to each non-HUB subcontractor for completion.
 - c. Collect a completed form from each non-HUB subcontractor.

If a HUB subcontractor was listed on the prime contractor's form, the HUB subcontractor does not need to complete this form.

If the subcontractor is not a HUB subcontractor, they must:

1. List their HUB subcontractor(s)/material suppliers & the payments to them.
2. Submit their completed form to their prime contractor with each pay request.
3. If prime contractor completing this form is a HUB contractor, they must:
 - A. List only the information and payments they receive for themselves.
 - B. Not list any payments to their subcontractors/material suppliers.
 - C. Not provide a copy of this form to each subcontractor.
 - D. A design firm that is not a HUB must:
 - a. List their HUB consultants & the payments that will be made to them for this pay period.
 - b. Provide a copy of this form to each non-HUB consultant for completion.
 - c. Collect a completed form from each non-HUB consultant.

A design firm that is a HUB must complete the form listing only the information and payments they receive for themselves.

HUB/Cont Form Instr
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