

Filling out the *Suppliers/2nd Tier Subcontractor Lien Release*

(To be submitted with your *Confirmation of Supplier/2nd Tier Subcontractor Payment* Form every billing)

- A)
 - From - Name of Supplier or 2nd Tier Subcontractor
 - To - Subcontractor Name (Your Firm)

- B) Completed by TCC
 - Project - Name of Project & Number (Information can be found on Contract or PO)
 - Address, City, State & Zip (Information can be found on Contract or PO)

- C) Completed by TCC
 - Owner - Owner Name (Information can be found on Contract or PO)

- D)
 - 2.) Please make sure you fill in the amount paid by subcontractor at time of partial lien or full and final lien.
 - Partial Lien* - \$ amount paid for the month
 - Full & Final Lien* – Must reflect all payments made on project or left blank indicating supplier has been paid in full.
 - 7.) Must circle Partial or Full & Final – *Note: Lien will be considered partial if not reflected on the document*
 - Release date should be the billing month or invoice date – *Note: Lien will be marked as incomplete without this date.*

- E)
 - Date supplier is signing release

- F)
 - Firm – Name of Firm giving release
 - By –Must be an officer of the Company
 - Title – Title of officer of company for above supplier noted company

- G)
 - Notary must complete this section

****If the required documents have not been completed as specified above they will be rejected****