



STELLAR J CORPORATION  
COMPLETE PAY APPLICATION FORMS PACKAGE  
FOR SUBCONTRACTORS

PROJECT: WESTSIDE WWTP CENTRIFUGE REPLACEMENT PROJECT (SJC JOB NO. 25003)

THIS COMPLETE PAY APPLICATION PACKAGE INCLUDES THE FOLLOWING FORMS:

- 1) Application For Payment
- 2) Sub-Subcontractor, Subcontractor, and Trade Union Disclosure Form (See Note \*\*\*)
- 3) Conditional Waiver and Release Upon Progress Payment
- 4) Conditional Waiver and Release Upon Final Payment

ALL LISTED FORMS SHALL BE COMPLETED IN THEIR **ENTIRETY\*\*\*** AND SUBMITTED –  
ALONG WITH SUBCONTRACTOR’S INVOICE BY EMAIL TO BOTH OF THE FOLLOWING  
LISTED PARTIES:

[AP@STELLARJ.COM](mailto:AP@STELLARJ.COM)

[JCLAROS@STELLARJ.COM](mailto:JCLAROS@STELLARJ.COM)

[KRISTA@STELLARJ.COM](mailto:KRISTA@STELLARJ.COM)

ON ALL FORMS, PLEASE INCLUDE THE FOLLOWING INFORMATION:

- The SC Number (i.e., **SC25003-XXX**)
- The Legal Name of Subcontractor
- The Subcontractor’s mailing address

FAILURE TO SUBMIT A COMPLETE PAY APPLICATION TO CONTRACTOR WITH  
ALL REQUIRED IDENTIFYING INFORMATION MAY DELAY PAYMENT

**NOTE\*\*\*** If Subcontractor does not have any sub-tier subcontractors, suppliers or consultants, please  
mark “Not Applicable” on the form and return with your payment package.



## APPLICATION FOR PAYMENT

Subcontract No. SC25003-\_\_\_\_\_

**Project:** WESTSIDE WWTP  
**CENTRIFUGE REPLACEMENT**  
**SJC Job No. 25003**

**Application Date:** \_\_\_\_\_

**Invoice Date (if different):** \_\_\_\_\_

**Application No.** \_\_\_\_\_

**Invoice No.:** \_\_\_\_\_

**Period Ending:** \_\_\_\_\_

**TO CONTRACTOR:**

**STELLAR J CORPORATION**  
1363 Down River Drive  
Woodland, WA 98674

**SUBCONTRACTOR'S ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|   |                                                  |    |       |
|---|--------------------------------------------------|----|-------|
| 1 | ORIGINAL SUBCONTRACT AMOUNT:                     | \$ | _____ |
| 2 | Net change by Change Orders ____ through ____:   | \$ | _____ |
| 3 | <b>REVISED SUBCONTRACT AMOUNT</b>                | \$ | _____ |
| 4 | TOTAL COMPLETED & STORED TO DATE:                | \$ | _____ |
| 5 | RETAINAGE: FIVE PERCENT (5%)                     | \$ | _____ |
| 6 | <b>TOTAL EARNED LESS RETAINAGE:</b>              | \$ | _____ |
| 7 | PREVIOUS BILLINGS:                               | \$ | _____ |
| 8 | <b>CURRENT PAYMENT DUE: (line 6 less line 7)</b> | \$ | _____ |
| 9 | <b>BALANCE TO FINISH, INCLUDING RETAINAGE:</b>   | \$ | _____ |

**INVOICES MUST BE SUBMITTED WITH ALL SUPPORTING DOCUMENTATION VIA EMAIL**

I hereby represent that I have reviewed the relevant records of SUBCONTRACTOR and have personal knowledge to make the following representations. I hereby certify that the work performed and the materials supplied to date, as shown above represent the actual value of accomplishment under the terms of the Subcontract (and all authorized changes thereto) between the undersigned and Stellar J Corporation relating to the above referenced project. I also certify that all laborers, materialmen, suppliers, contractors, subcontractors, and designers professionals, used on or in connection with the performance of this contract have been paid in full or will be paid in full from funds to be received from this payment within 10 days of receipt, except as noted on the following page. Laborers shall be interpreted to include all employee benefits due to the employee, trade union, and/or trust. I further certify that I have complied with all Federal, State, and Local tax laws, including Social Security laws and Unemployment Compensation laws and Workmen's Compensation laws insofar as applicable to the performance of this Contract. Furthermore, in consideration of the payments received, and upon receipt of the amount of this request, the undersigned does hereby waive, release and relinquish any and all claims under any applicable surety bond, rights of lien upon the above premises, and causes of action which the undersigned may now have or hereafter acquire, except for rights to the extent that payment is retained pursuant to written agreement or payment to become due for work performed subsequent to the date hereof.

\_\_\_\_\_  
(Legal Name of SUBCONTRACTOR)

By: \_\_\_\_\_  
(signature)

Name: \_\_\_\_\_  
(printed or typed)

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**SUB-SUBCONTRACTOR,  
SUBCONTRACTOR, AND TRADE UNION  
DISCLOSURE FORM**

Subcontract No. SC25003-\_\_\_\_\_

**Project:** WESTSIDE WWTP  
CENTRIFUGE REPLACEMENT  
SJC Job No. 25003

**SUBCONTRACTOR:** \_\_\_\_\_

**Related Payment Application No.** \_\_\_\_\_ **Related Invoice No.** \_\_\_\_\_

Identify all materialmen, suppliers, contractors, and subcontractors that have or will perform work on or in connection with the performance of this Subcontract in excess of \$10,000.00 or 5% of the Subcontract Amount, whichever is greater.

| Sub-Subcontractor /<br>SUBCONTRACTOR | Contact<br>Person | Phone<br>Number | Cost Incurred to<br>Date | Total Anticipated<br>Cost |
|--------------------------------------|-------------------|-----------------|--------------------------|---------------------------|
|                                      |                   |                 |                          |                           |
|                                      |                   |                 |                          |                           |
|                                      |                   |                 |                          |                           |
|                                      |                   |                 |                          |                           |
|                                      |                   |                 |                          |                           |
|                                      |                   |                 |                          |                           |
|                                      |                   |                 |                          |                           |

Identify all trade unions that have or will provide labor in connection with the performance of this Subcontract .

| Trade Union | Contact<br>Person | Phone<br>Number | Fringe Benefits<br>Incurred to Date | Total Anticipated<br>Fringe Benefits |
|-------------|-------------------|-----------------|-------------------------------------|--------------------------------------|
|             |                   |                 |                                     |                                      |
|             |                   |                 |                                     |                                      |
|             |                   |                 |                                     |                                      |
|             |                   |                 |                                     |                                      |

I hereby certify that the above information accurately identifies all materialmen, SUBCONTRACTORs, contractors, subcontractors and trade unions used on or in connection with the performance of this Subcontract.

\_\_\_\_\_  
(Legal Name of SUBCONTRACTOR)

By: \_\_\_\_\_  
(signature)

Name: \_\_\_\_\_  
(printed or typed)

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**CONDITIONAL WAIVER AND RELEASE  
UPON PROGRESS PAYMENT**

Subcontract No. SC25003-\_\_\_\_\_

**Project: WESTSIDE WWTP  
CENTRIFUGE REPLACEMENT  
SJC Job No. 25003**

The undersigned, \_\_\_\_\_ (“SUBCONTRACTOR”), upon receipt of a check in the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) (“Current Progress Payment Due”) payable to SUBCONTRACTOR, and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, hereby waives and releases any construction lien, stop notice, bond claim and other claim that SUBCONTRACTOR has or may have with respect to its portion of the Work on the **WESTSIDE WWTP CENTRIFUGE REPLACEMENT PROJECT** (“Project”) under and related to the Contract Documents for the Project between Stellar J Corporation (“Contractor”) and the City of Vancouver, Washington (“Owner”) dated May 2, 2025, to the following extent.

The undersigned represents, upon receipt of the Current Progress Payment, the status of its contract will be as follows:

Contract Amount: \$ \_\_\_\_\_

Amount paid to date: \$ \_\_\_\_\_

Retainage withheld to date: \$ \_\_\_\_\_

This waiver and release is effective as to Stellar progress payment(s) number(s) \_\_\_\_\_ and/or SUBCONTRACTOR invoice number(s) \_\_\_\_\_ for labor, services, materials and equipment furnished and all other claims by SUBCONTRACTOR and its subcontractors and suppliers at all tiers during the period commencing on and including \_\_\_\_\_ and ending on and including \_\_\_\_\_, but excluding applicable retainage.

This document may be relied upon by Contractor, Owner, any lender providing financing for the Project and any surety on any applicable bond; provided that any party intending to rely upon this document should first verify evidence of payment to SUBCONTRACTOR of the full amount set out above.

\_\_\_\_\_  
(Legal Name of SUBCONTRACTOR)

By: \_\_\_\_\_  
(signature)

Name: \_\_\_\_\_  
(printed or typed)

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**CONDITIONAL WAIVER AND RELEASE  
UPON FINAL PAYMENT**

Subcontract No. SC25003-\_\_\_\_\_

**Project: WESTSIDE WWTP  
CENTRIFUGE REPLACEMENT  
SJC Job No. 25003**

The undersigned, \_\_\_\_\_ (“SUBCONTRACTOR”), upon receipt of a check in the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) payable to SUBCONTRACTOR, and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, hereby waives and releases any construction lien, stop notice, bond claim and other claim that SUBCONTRACTOR has or may have with respect to its portion of the Work on the **WESTSIDE WWTP CENTRIFUGE REPLACEMENT PROJECT** located in Vancouver, State of Washington (“Project”) under and related to the Contract Documents for the Project between Stellar J Corporation (“Contractor”) and THE CITY OF VANCOUVER (“Owner”) dated May 2, 2025.

This waiver and release is effective as to final payment for all labor, services, materials, and equipment furnished by SUBCONTRACTOR and its subcontractors and suppliers at all tiers including retainage.

This document may be relied upon by Contractor, Owner, any lender providing financing for the Project and any surety on any applicable bond; provided that any party intending to rely upon this document should first verify evidence of payment to SUBCONTRACTOR of the full amount set out above.

\_\_\_\_\_  
(Legal Name of SUBCONTRACTOR)

By: \_\_\_\_\_  
(signature)

Name: \_\_\_\_\_  
(printed or typed)

Title: \_\_\_\_\_

Date: \_\_\_\_\_