

INSTRUCTION FOR COMPLETING BCIA FORM-02 (REV 11/19/96)

Section A, Start-Up Data:

Complete items 1 through 6 and list each subcontractor (items A through K, etc.) along with the three (3) items of data requested for each.

Section A should be submitted to the BCIA within 45 days of contract award/notice to proceed unless directed otherwise by the project specifications or the Project Owner/Developer.

Section B, Project Close-Out Report:

Complete Section B including the final amount paid to each subcontractor in dollars and as a percent of the total contract amount.

Section B should be submitted to the BCIA within 14 days of final payment unless directed otherwise by the project specifications or the Project Owner/Developer.

Forward the completed Section A. and B. to the BCIA at:

Birmingham Construction Industry Authority
PO Box 2646
Birmingham, Alabama 35202-2646