



# Ingham County Land Bank Fast Track Authority

3024 Turner Street • Lansing, Michigan 48906 • phone (517) 267-5221 • fax (517) 267-5224

## Invoice Requirements

The Ingham County Land Bank Fast Track Authority will receive and pay from an *original* invoice in an amount equal to the work completed, inspected and approved by the Land Bank or its representative. All invoices submitted for payment must be received in the Land Bank offices by the date specified on the published Invoice and Payment Schedule for review, inspection of work and approval to take place. Approved invoices are typically paid on the Friday following the second and fourth Monday of each month.

### **The Land Bank will not approve any invoice that does not meet the following criteria:**

- The word “Invoice” must appear on the request for payment. Payments cannot be made based upon Statements or Proposals.
- A unique Invoice Number.
- Date of your request.
- Due date must not be less than thirty (30) days from the date of your request.
- Invoices must be billed to/due from “Ingham County Land Bank” or “Ingham County Land Bank Fast Track Authority.”
- Contractor’s name (Company) must appear on the invoice and match the name on the proposal and contract.
- Name of the entity/individual payment should be made to and the mailing address where payment is to be sent. Payments will be mailed via First Class US Mail, unless arrangements to pick up payment from the Land Bank offices have been made in advance.
- Project Address/Parcel Number where the work was performed.
- Original contract amount.
- Amount of Authorized Work Change Order(s), if any.
- Revised contract amount, if any.
- Partial payments received, if any.
- Amount still owed to the Contractor.
- Amount of Invoice.

With each request for payment, appropriate lien waivers from suppliers and subcontractors are to be submitted. They may be one of four forms: Partial Conditional Waiver; Partial Unconditional Waiver; Full Conditional Waiver; or Full Unconditional Waiver. Waiver forms are available online at: [www.michigan.gov/constructionlienfund](http://www.michigan.gov/constructionlienfund).

Final payment will require submission of Full Unconditional Waivers from all suppliers and subcontractors. In addition, the Contractor will provide a Full Conditional Waiver at time of final invoice. Following receipt of final payment, the Contractor must submit a Full Unconditional Waiver within five (5) business days.