

# INSTRUCTIONS FOR COMPLETING MBTA FORM F2

## Subcontractor/Vendor Payments Received Monthly Report

<b>A. Prime Contractor Information</b>	
1. Name of Firm:	Enter the name of the Prime Contractor or Subcontractor with whom your company has a contract with.
2. Address:	Enter the address of the Prime Contractor or Subcontractor with whom your company has a contract.
3. Contact Person:	Enter the name of the contact person with the Prime Contractor or Subcontractor with whom your company has a contract.
4. Telephone:	Enter the Telephone Number of the Prime Contractor or Subcontractor with whom your company has a contract.
<b>B. Contract Information</b>	
1. Report for the Month of	Enter only the calendar month for which the report is submitted.
2. MBTA Contract Number:	Enter the MBTA Contract No.
3. Contract Name:	Enter the name of the contract.
4. Date Executed:	Enter the specific date of the subcontract award (as indicated on the subcontract).
<b>C. Subcontract Information</b>	
1. Services/Purchase Order No./ Task Order No.	Enter the type of Services, PO No., or Task Order No.
2. Original Subcontract/PO Amount:	Enter the Original Subcontract or Purchase Order Value/Award Amount.
3. Change to Subcontract/PO Amount (+/-):	Enter the \$ amount of any Approved Change Order, if applicable.
4. Current Subcontract/PO Amount:	Enter the Current Subcontract/PO Amount (Original Subcontract Award +/- Change Orders).
5. Amount Invoiced this Month:	Enter the amount invoiced to your Prime Contractor during the reporting period.
6. Invoice Date:	Enter the invoice date.
7. Payments Received This Month:	Enter the amount of \$ paid to the firm during the reporting period.
8. Date Payment was Received:	Enter the date when payment was received.
9. Total Payments to Date:	Enter the sum of the total \$ amounts received to date.
10. Overall Work Completed %:	Enter the overall percentage of work completed (this includes the total amount of work invoiced as well as paid to date.
<b>D. Outstanding Invoices:</b>	
1. Invoice Date:	Enter only the invoice date for the reporting period.
2. Reference No.:	Enter invoice reference number (provided by higher tier contractor).
3. No. Days Past Due:	Enter the number of days the invoice is past due.
4. Amount:	Enter invoice amount.
<b>E. Comments:</b>	
Express any comments or concerns pertaining to your subcontract(s) or purchase order(s). Your comments are confidential.	
<b>F. DBE Subcontractor:</b>	
1. Name of Firm:	Enter the name of your firm.
2. Address of Firm:	Enter the address of your firm.
3. Contact Person:	Enter the name of your contact person regarding invoices.
4. Title of Contact Person:	Enter the Title of your contact person regarding invoices.
5. Office & Cell Number:	Enter the telephone number of your contact person regarding invoices.
6. Email Address:	Enter the Email address of your contact person regarding invoices.
7. Signature:	Enter the signature of your contact person regarding invoices.

**Additional Instructions:**

- Please do not change the formulas. If formula changes are needed, please contact the MBTA Compliance Officer to validate the change(s) prior to submission. Any other changes to the form are not allowed without MBTA Compliance Officer's prior approval.
- The Form F2 must be submitted on or before the 15<sup>th</sup> of each month for the previous month.
- If you have any questions or require assistance with the completion of the Form F2, please contact the compliance officer assigned to this contract or ODCR.