

**PREVENTING CONTRACTORS, SUBCONTRACTORS AND SUPPLIERS
FROM CLAIMING TO BE OWED ADDITIONAL SUMS FOR "CHANGE ORDERS"**

Placing a notation on a check such as "Payment in Full," etc. will not prevent the party cashing the check from returning with additional claims for extras, change orders, etc.

Instead, the paying contractor or owner issuing a check should collect signed lien waivers beforehand and tie that checks as closely as possible to those waivers. Once the waivers are collected, the payor should use language in the "Note" or "Memo" portion of the check to indicate that it is in payment for the attached waiver of lien dated X, identifying the corresponding waiver by number and project, and designating the check as being for all work performed during the period encompassed by the lien waiver.