

A Guide for Receiving Voucher Payments

1. Vouchers are paid at Dixieline Builders Fund Control between 8 A.M. — 5 P.M. Monday through Friday, except specific holidays. We are located at:

San Diego - 7700 Ronson Road Suite 101, San Diego CA 92111
Phone (858) 874-4354 Fax (858) 874-0346

2. Payments will be mailed unless other instructions are given. Vouchers may be left at the Credit Office of any Dixieline locations by 12:00 P.M. for forwarding to our fund control locations.
3. Payment checks may be picked up at the San Diego location. We suggest calling ahead to verify availability of funds before presenting your voucher for payment.
4. On the lower front portion of the voucher, indicate whether a progress payment or final payment is to be received by checking the appropriate box. Fill in the information required in that section and sign in the lower left corner and date.
5. Attach a copy of your invoice for this payment. Have material supplier submit their lien release and attach it to your voucher. Releases should apply only to the job specified on the voucher. Supplier release should match the release through date of the contractor.
6. New vendors will be required to complete a W-9 form.
7. Reimbursement vouchers will be paid when properly completed and documented with cash receipts, cancelled checks with copies of invoices or unconditional releases. Exceptions would require lender approval

(KEEP FOR YOUR REFERENCE)