

**STOP PAYMENT NOTICE
PUBLIC WORKS OF IMPROVEMENT**

Cal. Civ. Code §§9350 et seq.

TO:

Name and address of the director of the department that awarded the contract or public disbursing officer whose duty it is to make payment pursuant to the contract or governing board by which the contract was awarded:

[Name and address of director of department constructing project]

Name and address of the direct contractor:

[Name and address of direct contractor]

Name and address of the construction lender, if any:

[Name and address of construction lender]

Name and address of the person or entity who contracted for the work furnished or to be furnished by Claimant, if other than the direct contractor:

[Name and address of company Claimant is in contract with]

PLEASE TAKE NOTICE THAT CLAIMANT whose name and address is:

[Name and address of Claimant]

And whose relationship to the persons to whom this notice is given is:

[Relationship of Claimant to project (e.g., "Subcontractor to XYZ Company")]

Has furnished or will furnish work of the following general description:

[General description of Claimant's work on project]

At the following site, including the street address of the site, if any, and assessor's parcel number if known:

[Project name, address and assessor's parcel number]

An estimate of the total value of the work furnished or to be furnished by Claimant is:

[\$]

STOP PAYMENT NOTICE

Claimant hereby serves a stop payment notice in the sum of:

[\$]

Said sum represents the amount due Claimant, after deducting all just credits and offsets, for work furnished through the date of this notice. You are required to withhold from the direct contractor or from any person acting under authority of a direct contractor a sufficient amount due or to become due to the direct contractor to pay the claim stated in this notice.

Dated: **[Date]**

[NAME OF CLAIMANT]

By: _____
Its: _____

VERIFICATION

I, **[Name]**, am the **[Title]** of **[Name of Claimant]** and am authorized to execute this verification on its behalf. I have read the foregoing Stop Payment Notice, know the contents thereof, and the same is true of my personal knowledge.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on this **[day]** of **[Month]**, **[year]** at **[City]**, **[State]**.

[Name]

PROOF OF NOTICE DECLARATION

Cal. Civ. Code §§8100 et seq.

I, [Name], declare that this Stop Payment Notice was served on the persons, in the manner and at the date and place set forth below:

[Name and address of director of department constructing project]

Director of the Department that Awarded the Contract or Public Disbursing Officer Whose Duty it is to Make Payment Pursuant to the Contract or Governing Board by Which the Contract was Awarded

[Name and address of direct contractor]

Direct Contractor

[Name and address of construction lender]

Construction Lender, if any

[Name and address of company Claimant is in contract with]

Person or Entity Who Contracted for the Work Furnished or to be Furnished by Claimant, if Other than the Direct Contractor

- REGISTERED, CERTIFIED OR EXPRESS MAIL: by placing the notice in a sealed envelope with postage fully prepaid and depositing the envelope in the United States mail by registered, certified, or express mail.
- OVERNIGHT DELIVERY: by causing the notice to be picked up for overnight delivery by an express service carrier.
- PERSONAL DELIVERY: by causing the notice to be personal delivered to each of the addressees on the date below.
- CODE OF CIV. PROC. §415.20: by leaving the notice and mailing a copy of the notice in the manner provided under California Code of Civil Procedure section 415.20 for service of a summons and complaint in a civil action.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on this [day] of [Month], [year] at [City], [State].

[Name]