

Payment default evidence checklist

General information to help you organise your paperwork. Not legal advice.

Establish the account and obligation

Use this checklist to prepare the factual basis for a default review. A missing payment, disputed amount and administrative processing delay should be recorded distinctly. Do not describe default as legally established until the applicable obligation and facts are reviewed.

Project debtor contract and invoice period: _____

Prepared by date and ledger snapshot: _____

- ☐ Keep the signed contract amendments and payment provisions.
- ☐ Retain exact invoice versions with required supporting documents.
- ☐ Record delivery receipt acceptance or certification evidence.
- ☐ Identify the reviewed payment trigger and due date basis.
- ☐ Reconcile gross amounts less credits and allocated receipts.
- ☐ Identify holdback within the balance and disputed items separately.
- ☐ Preserve non-payment explanations and any formal notice.

Connect notices and changed facts

Event	Exact date / evidence	Outstanding question
Invoice submitted	[enter]	[enter]
Payment obligation reviewed	[enter]	[enter]
Default notification delivered	[enter]	[enter]
Response or part-payment	[enter]	[enter]
Proposed next action	[enter]	[ask your adviser]

- ☐ Do not count a promised transfer as received funds.
- ☐ Keep disputed extras separate from the identified default basis.
- ☐ Verify contractual recipient and delivery method for any notice.
- ☐ Record any cure arrangement, extension or reservation accurately.
- ☐ Recheck the bank and ledger before dispatch and before action.
- ☐ Retain prior versions so a later payment does not erase the chronology.

Missing record and assigned owner: _____

Reviewer and remaining legal conditions: _____

Next verification time and responsible person: _____

This checklist supports review and does not certify that suspension is available.

Before you act: this document is general information prepared by ArtBuild to help you organise facts and paperwork. It is not legal advice and has not been reviewed by a lawyer for your situation. Rules differ by province and territory and change over time. Check the official source for your project, and for deadlines, liens, court or insolvency steps, speak with a lawyer licensed where the project is located.