



Georgia Department of Revenue  
Sales Tax Contracting Unit  
2595 Century Parkway NE  
Suite 317  
Atlanta, GA 30345-3173  
Phone: 1 (877) 423-6711  
E-mail: [TSD-sales-tax-contractors@dor.ga.gov](mailto:TSD-sales-tax-contractors@dor.ga.gov)  
Website: <https://dor.georgia.gov>

### REQUEST FOR RELEASE OF RETAINAGE

This form is **ONLY** to be submitted by the nonresident subcontractor:   **Date:** \_\_\_\_\_

This is to certify that retainage funds are being held in escrow on work performed by the named nonresident Subcontractor under the requirements of § 48-8-63 of the Official Code of Georgia Annotated:

1. Subcontractor's Name	
2. Subcontractor's Address	
3. Subcontractor's <b>Sales &amp; Use Tax Number</b> (REQUIRED)	
4. Job Number	
5. Bond Number	
6. Job Location	
7. Period Work was in Progress	
8. General Contractor's Name	
9. General Contractor's Address	

**A Retainage Release will not be sent out until the liability has been paid in full.**

\_\_\_\_\_  
(Subcontractor's Contact Person)

\_\_\_\_\_  
(Subcontractor's Phone)

\_\_\_\_\_  
(Subcontractor's Email)