



PAYMENT CHECKLIST FOR VEHICLES: Documents To Be Provided within One (1) Year of Registration

All items listed below must be provided to the **DDC Project Manager** assigned to your organization's project in order to receive reimbursement. Please include this checklist as a cover sheet with all of the below-requested documents included as attachments -- incomplete submissions will not be accepted.

DMV Lien Filing Required Forms + Judgment and Tax Lien Search

**All DMV/Title Forms can be found under the "Lien Recording Documents" Tab at:
< http://www.nyc.gov/html/ddc/html/business/nfp_forms.shtml#recording >.

A Judgment and Tax Lien Search

- Funding Recipients must provide an updated judgment and tax lien search with respect to your organization from an independent lien search company.
- Funding recipient must address all open judgment and tax liens before DDC may proceed with reimbursement.

File Lien in Favor of the City on the Original Certificate of Title for Each Vehicle

- There are two approaches for filing the City's lien on a vehicle to be reimbursed by the agency:

Approach #1: (Recommended)	Approach #2:
<ul style="list-style-type: none"> ● Request that the dealership and/or manufacturer of each vehicle include the City's lien on the vehicle's certificate of title upon purchase. <u>DDC's Lien Filing code is: 67975.</u> ● The lien must state: "City of New York, acting by and through its Department of Design and Construction." ● Your organization will need to submit proof of the lien on the certificate of title of each vehicle. 	<ul style="list-style-type: none"> ● Provide DDC with <u>the original certificate of title</u> for each vehicle to DDC's Project Manager and <u>retain a copy of the certificate.</u> ● Complete New York State Department of Motor Vehicles ("DMV") form MV-900 for each vehicle and submit an original signed copy to DDC (DMV will not accept photocopies or faxes of this document.) ● The DMV MV-900 form can be found on the DMV's website or on DDC's NFP website under the "Lien Recording Documents" tab at: http://www.nyc.gov/html/ddc/html/business/nfp_forms.shtml#recording ● Once DMV files the City's lien on the certificate of title of each vehicle and returns the certificate of title(s) back to DDC, the agency will return the original certificate(s) to your organization. (Note that this process may take a few months to complete.)

Motor Vehicle Registration with the DMV

- DDC must be able to check find the lien on each vehicle on the DMV's website using the Vehicle Identification Number (VIN), model year and make of each vehicle at: < <https://transact.dmv.ny.gov/TitleStatus/> >.

Payment Reimbursement Forms

DDC's Procurement Forms can be found under the "Payment Requisition Forms" tab at:
< http://www.nyc.gov/html/ddc/html/business/nfp_forms.shtml#recording >.

Procurement Affirmation

- This form must be fully completed and all attachments must be included.

Electronic Funds Transfer (EFT) Form

- The EFT Form is located in **Schedule I** of the Funding Agreement.

Payment Requisition Forms

- Please complete both DDC Payment Requisition Forms A & C.
- These forms must be accompanied with copies of all receipts and proof(s) of payment.

Compliance and Inventory Reporting

**** Note:** Pursuant to the Vehicle Funding Agreement, all Funding Recipients that receive reimbursement from the City must also remember to submit: 1) a yearly Compliance Report; and 2) an Inventory of the City-funded Vehicles, to the City at the following address:

Attn.: Compliance Officer, Counsel's Office
Office of Management and Budget
255 Greenwich Street
New York, New York 10007