

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

Funding Recipient:
(Insert Full Corporate Name)

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

Legal Documents Required

All the forms mentioned below can be found under the "Lien Recording Documents" section at:
<https://www1.nyc.gov/site/ddc/contracts/not-for-profit-forms.page>

Attorney Equipment Lien Attestation Form

- Review the DDC [UCC Guidelines](#) for a detailed explanation of the agency's lien review and UCC filing requirements.
- The Judgement & Tax Lien search results must come from a reputable lien search company and should not be more than three months old.
- Provide proof of payment or evidence of satisfaction of any outstanding judgements, liens, or violations, as per the Judgement & Tax Lien search results.
- Once all requirements mentioned in DDC's [UCC Guidelines](#) are complete, then the Funding Recipient's attorney must prepare and sign-off on DDC's [Attorney Equipment Lien Attestation Form](#), after the necessary UCC-1 financing statement and any UCC-3 amendment statements, as applicable, are filed with the New York State Department of State.

Property Insurance Certificate

- Complete the Acord 27 (Equipment mounted in vehicles) or Acord 28 (Equipment located in buildings).
- The form must state the property that is insured and list DDC as the Certificate Holder, Loss Payee, and Additional Insured.
- Include a notarized Certification by Insurance Broker with the Acord certificate.

Software License Agreement(s), (if applicable)

- Submit the [final versions](#) of all applicable software license assignment agreement(s) for each licensor.

Payment Reimbursement Forms

DDC's Payment Reimbursement Forms can be found under the "Payment Requisition Forms" section at:
<https://www1.nyc.gov/site/ddc/contracts/not-for-profit-forms.page>

Procurement Affirmation

- This form must be fully completed and all attachments must be included, as per each question.

Enrollment in Payee Information Portal (PIP) and Confirmation of EFT Status

- Enrollment is required, in order to receive payments. PIP Enrollment information is available at <https://www1.nyc.gov/site/mocs/legal-forms/payee-information-portal-pip.page>
- To view EFT eligibility, go to the Account Information's Summary tab and scroll down to the EFT Information section

Payment Requisition Forms

- Complete both DDC Payment Requisition Forms A & C
- These forms must be accompanied with copies of all invoices, packing slips, 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 Equipment, 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