

## PAYMENT CHECKLIST FOR VEHICLES: 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.**

### DMV Lien Filing Required Forms\* + Judgement and Tax Lien Search

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

### Judgement and Tax Lien Search

- 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.

### 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"> <li>• 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></li> <li>• The lien must state: "City of New York, acting by and through its Department of Design and Construction."</li> <li>• Your organization will need to submit proof of the lien on the certificate of title of each vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide DDC with the original certificate of title for each vehicle to DDC's Project Manager and retain a copy of the certificate.</li> <li>• 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.)</li> <li>• The DMV MV-900 form can be found on the DMV's website or on DDC's NRP website under the "Lien Recording Documents" section at: <a href="https://www1.nyc.gov/assets/ddc/downloads/not-for-profit/d5-dept-of-motor-vehicles-form.pdf">https://www1.nyc.gov/assets/ddc/downloads/not-for-profit/d5-dept-of-motor-vehicles-form.pdf</a></li> <li>• DDC will submit the completed original MV-900 Form to the DMV. Once DMV files the City's lien on the certificate of title for each vehicle and returns the certificate of title(s) back to DDC, the agency will return the original certificate(s) to your organization.</li> </ul>

### Motor Vehicle Registration with the DMV

- Registration must be current. Year, Make, & VIN of the vehicle must match the DMV Certificate of Title and is searchable at:  
<https://process.dmv.ny.gov/titlestatus/>

### Insurance Identification Card

- Insurance policy must be current. Year, Make, & VIN of the vehicle must match the DMV Registration & Certificate of Title.

### 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. Forward the DDC Project Manager a screen capture showing the active EFT status.

### Payment Requisition Forms

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