Department of Design and Construction

PAYMENT CHECKLIST FOR VEHICLES:
Documents Must 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.

Payment Reimbursement Forms

DDC's Payment Reimbursement Forms are found under the "**Payment Requisition Forms**" section at:
https://www.nyc.gov/site/ddc/contracts/not-for-profit-forms.page

☐ Procurement Affirmation

- Answer all questions and include any attachments, based on each response. The form must be notarized by your organization's CFO or equivalent.

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

- Enrollment is required to receive payments. PIP Enrollment information is available at https://www.nyc.gov/site/mocs/opportunities/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, Invoices, & Proofs of Payment

- Complete both DDC Payment Requisition Forms A & C. The DDC Project Manager will assist you on what needs to be filled out for these forms.
- These forms must be accompanied with copies of all invoices showing the VIN for each vehicle and proof(s) of payment.

DMV Documentation* & Judgement and Tax Lien Search

*The DMV Title Forms are found under the "**Lien Recording Documents**" section at:
https://www.nyc.gov/site/ddc/contracts/not-for-profit-forms.page

☐ Judgment and Tax Lien Search*

- Search results (judgments, tax liens, & ECB violations) must be done on your organization's legal name, come from a reputable lien search company, and should not be more than three months old.
- Judgment search results must be done statewide and for each county within New York City (Kings, Queens, New York, Richmond, Bronx).
- Tax lien search results must be provided for both Federal and New York State Tax Liens.
- Provide proof of payment or evidence of satisfaction of any outstanding judgements, liens, or violations, as per the search results.

☐ NYS Department of Motor Vehicles Certificate of Title showing DDC as the Sole Lienholder

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

Approach #1: (Recommended)	Approach #2
• Request that the dealership and/or manufacturer of each vehicle include the City's lien on the vehicle's certificate of title upon purchase. DDC's Lien Filing code is: 67975. • The lienholder listed on the title certificate must state: "NYC Dept. of Design & Construction." • Your organization will submit copies of each title certificate issued by New York State, showing the above lienholder as the only one listed. • DMV Certificate of Title or lien status is searchable at: https://process.dmv.ny.gov/titlestatus/	• Provide DDC with the original certificate of title (no liens must be present) for each vehicle to DDC's Project Manager and retain a copy of the certificate. • 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 at https://dmv.ny.gov/forms/mv900.pdf or on DDC's NRP website under the "Lien Recording Documents" section. • DDC will sign the original MV-900 Form and submit that and the title certificate to the DMV. Once the DMV files the City's lien on the certificate of title for each vehicle, your organization will receive the new title certificate and will email DDC any copies. • For more info on the lien filing, go to https://www.nyc.gov/assets/ddc/downloads/not-for-profit/New2/56%20-%20DDC%20Lien%20Application%20Process.pdf .

☐ New York State Department of Motor Vehicles Registration

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

☐ New York State Insurance Identification Card

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

*** The Judgment and Tax Lien Search will be the last reimbursement item to submit, after all other items on this checklist are received and accepted. Your DDC Project Manager will notify you when to order the search and provide further instructions.**

Compliance and Inventory Reporting

Note: Pursuant to the Vehicles Funding Agreement, all Funding Recipients that receive reimbursement from the City must submit a yearly Compliance Report (see Schedule IV) and an Inventory (see Schedule III) of the City-funded Equipment to the OMB Compliance Officer at the following email address: complianceofficer@omb.nyc.gov