

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

- Search results 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 for each county within New York City. Tax lien search results must cover New York City.
- Provide proof of payment or evidence of satisfaction of any outstanding judgements, liens, or violations, as per the search results.

DMV 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)

- 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 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.

Approach #2

- 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/New/DDC%20Lien%20Application%20Process.pdf>

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/>

NYS 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, based on your responses to each question.

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

- Complete both DDC Payment Requisition Forms A & C. The DDC Project Manager will assist on what needs to be filled out for these forms.
- 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