

## 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.

### Certificates of Insurance

- Complete the Acord 25 (Certificate of General Liability Insurance) and the Property Insurance Certificate Acord 27 (Evidence of Property Insurance – E.g., equipment mounted in vehicles) or Acord 28 (Evidence of Commercial Property Insurance – E.g., equipment located in buildings).
- Acord 25 (General Liability Insurance) must list DDC as the Certificate Holder and Additional Insured. The Acord 27 or 28 (Property Insurance) must state the property that is insured and list DDC as the Loss Payee.
- Include a notarized Certification by Insurance Broker with the Acord certificates.

### 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. 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, 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