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

All items listed below must be provided to DDC in order to receive reimbursement. Please include this checklist as a cover sheet with all of the below-requested documents. Incomplete submissions will not be accepted.

**All items listed below must be provided to the DDC Project Manager assigned to your organization's project.**

**Legal Documents Required**
All the forms mentioned below can be found under the “Lien Recording Documents” tab at: <http://www.nyc.gov/html/ddc/html/business/nfp_forms.shtml#recording>.

- **Attorney Equipment Lien Attestation Form**
  - Before the Funding Recipient’s attorney may complete DDC’s required Attorney Equipment Lien Attestation form, the Funding Recipient must make sure to provide its attorney with DDC’s UCC Guidelines for a detailed explanation of the agency’s lien review and UCC filing requirements.
  - Once all of the 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.

- **Software License Assignment(s), (if applicable)**
  - Submit the final versions of all applicable software license assignment agreement(s) for each vendor.

**Payment Reimbursement Forms**
DDC’s Procurement Forms can be found under the “Payment Requisition Forms” tab at: <http://www.nyc.gov/html/ddc/html/business/nfp_forms.shtml#recording>.

- **Procurement Affirmation**
  - This form must be fully completed and all attachments must be included.

- **Electronic Funds Transfer (EFT) Form**
  - The EFT Form is located in Schedule I of the Funding Agreement.

- **Payment Requisition Forms**
  - Please complete both DDC Payment Requisition Forms A & C.
  - These forms must be accompanied with copies of all receipts and proof(s) of payment.

**Compliance and Inventory Reporting**
**Note:** Pursuant to the Equipment 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