

Please use this document as guidance when filling out the “Assignment of Incentive Form\_All Incentive.pdf”. The text below captures the first paragraph of the incentive form followed by a key detailing the information required for each field. If you have any further question about the process, please email Brian Cabezas at [brian.cabezas@nysesda.ny.gov](mailto:brian.cabezas@nysesda.ny.gov).

## Assignment of Incentive Form

To be used to assign **all upcoming** incentive payments.

**This is a legally binding agreement; it is advised that signatories read this form carefully and consult with an attorney and/or tax professional before signing below.**

This assignment is for payments only. As the Participant on record for this contract, I certify that all information provided in this Form, including any attachments, is true and correct to the best of my knowledge. This project is eligible to receive \$ **[FIELD 1]** in incentive payments under the Multifamily Performance Program (MPP), Contract Number **[FIELD 2]**. I understand that signing this form I, as Participant (payment assignor), am directing that all incentive amounts be paid directly to the Payment Assignee indicated on this Form, and that I permanently relinquish any right to the payment of incentives that may become payable by NYSERDA under that contract. The assignment of payments will not become effective unless this Form is signed by the Assignor, Assignee, and NYSERDA.

### Key

- **FIELD 1:** All remaining incentive payments that are expected for this project, including performance payment, should be entered here. If an incentive payment has already been paid prior to this assignment, it should not be included here.
- **FIELD 2:** Please provide the contract number for the project in this field. The contract number may be found on the award letter. Only the last 6 digits of the contract number are needed.