Please use this document as guidance when filling out the "Assignment of Incentive Form_Single 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@nyserda.ny.gov.

Assignment of Incentive Form

To be used to assign a single incentive payment

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 Form only applies to the incentive payment of $ __[FIELD 1]__ under the Multifamily Performance Program (MPP), Contract Number __[FIELD 2]__ . I understand that in signing this Form I, as Participant (payment assignor), am directing that the incentive amount of $__[FIELD 3]__ be paid directly to the Payment Assignee indicated on this Form, and that I permanently relinquish any right to the incentive payment amount that is directed to the Payment Assignee. If there is a remaining balance of the incentive payment, then the remaining incentive amount of $__[FIELD 4]__ shall be paid to the Participant. Future incentive payments not detailed above are not subject to this assignment of payment. The assignment of payment will not become effective unless this Form is signed by the Assignor, Assignee, and NYSERDA.

Key

- **FIELD 1:** This field should be the full incentive payment expected for this stage (e.g., $20,000 for 100-unit building receiving a modeling payment of $200/unit).
- **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.
- **FIELD 3:** This field should be the amount paid to the Payment Assignee, which could be the Provider or another entity. The amount could be for the whole incentive payment or a portion of it.
- **FIELD 4:** This field should be the amount of the incentive payment that is paid to the Payment Assignor. In the case where the payment is split between the Assignor and Assignee, it should be the remaining balance after the payment assigned to the Assignee is deducted from the overall incentive payment. For example, in a scenario where the total project incentive is $20,000, if $8,000 were assigned to the Assignee, then the Assignor would still receive $12,000; the $12,000 would be entered in this field. If the entire payment is expected to go to the Payment Assignee, then this field would be $0.