



King Conservation District

Local Food | Healthy Forests | Clean Water | Better Ground

Landowner Incentive Program – Assignment of Payment Form

PART 1: LANDOWNER INFORMATION

| | | |
|-------------------------------|--------------|-----|
| Landowner Name | | |
| Farm/Facility Name | | |
| Address | | |
| City | State | Zip |
| Email | Phone Number | |
| LIP Project Number & Practice | | |

PART 2: CONTRACTOR INFORMATION

| | | |
|------------------------|--------------|-----|
| Contractor/Vendor Name | | |
| Business Name | | |
| Address | | |
| City | State | Zip |
| Email | Phone Number | |
| Tax ID Number | | |

PART 3: INVOICE/RECEIPT INFORMATION

| Date of Expense | Service/Material/Activity | Invoice Amount |
|-----------------|---------------------------|----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total | | |

Landowner Incentive Program – Assignment of Payment Form

PART 4: TERMS AND CONDITIONS

- A. Original paperwork must be submitted to the King Conservation District (KCD) Finance Department via email at accounting@kingcd.org or via mail at 800 SW 39th St, Suite 150, Renton, WA 98057.
- B. A new Assignment of Payment Form must be filled out for each new contractor – No more than one contractor per form.
- C. Payments will be made in chronological sequence based on the order that they were received.
- D. Neither any disbursing officer, nor any other KCD employee or official, shall be subject to any suit or liable for payment of any amount if payment is inadvertently made to the landowner and not the contractor.
- E. This assignment does not extend to any successor of the contractor, nor may the contractor re-assign this assignment.
- F. The contractor understands that it will receive reimbursement for eligible expenses in the form of a check. This check will be made out only the contractor after the landowner provides invoices that demonstrate purchase of materials and/or services.
- G. The landowner and contractor understand that payments will be issued only to the extent and on the same terms as the landowner would have been reimbursed.
- H. The landowner understands they are responsible for securing all necessary contractor information on the Assignment of Payment Form, and ensuring all necessary receipts accompany the reimbursement request.
- I. This assignment of payment may only be revoked by the landowner signing Part 6 of this Agreement.

PART 5: SIGNATURES

The undersigned Landowner and Contractor agree to the terms and conditions contained within this agreement.

| | |
|---------------------|------|
| Landowner Signature | Date |
|---------------------|------|

| | |
|----------------------|------|
| Contractor Signature | Date |
|----------------------|------|

PART 6: REVOCATION OF ASSIGNMENT

Assignment of payment authorization is above and hereby revoked.

| | |
|---------------------|------|
| Landowner Signature | Date |
|---------------------|------|

FOR FINANCE/LIP USE ONLY

[Enter whatever tracking information we both need here i.e. – payment numbers, payment dates, check numbers, LIP tracking info]

| | |
|--|------|
| Requestor/Approval | Date |
| Finance Approval | Date |
| <input type="checkbox"/> Contractor 1099 Received <input type="checkbox"/> W9 Information in MIP | |