

NYSERDA Large-Scale Renewables
Instructions for Change Requests

Type	Description/Request	Seller Required to Provide via Salesforce Portal	Document Slot Name in Salesfoce to provide Forms
Full Assignment	Seller changes in the underlying REC agreement	(1) Contracting Change Form signed by Seller's Authorized signatory (with certification that directs us fully assign all rights, responsibilities, etc to new entity); (2) W-9 form	1: Change Forms 2: W-9
Payment to a Disregarded Entity	Seller directs NYSERDA to report Seller's income to Seller's taxable parent as per the W-9, whereby the Seller is an LLC and a disregarded entity with pass-through taxable status in the eyes of the IRS. No language changes to REC agreement. (i.e., no change of control - no previous parent company, adding Parent Company to existing Seller)	(1) Authorization of Payment form signed by Seller's Authorized Signatory; (2) Authorization of Signatory by Seller to sign (such as Incumbency Certificate or LLC Resolution); (3) Org Chart including Seller and chain of Ownership to Taxable Parent from W-9 (4) W-9 form;	1-3: Change Forms (combined into single PDF document) 4: W-9
Change of Parent Company	Seller is not changing, but Seller informs NYSERDA of a change in control (i.e., the parent company of the Seller is changing due to a sale of the Seller entity from one parent to another).	(1) Contracting Change Form signed by Seller's Authorized Signatory; (2) Authorization of Payment form signed by Seller's Authorized Signatory*; (3) Authorization of Signatory by Seller to sign (such as Incumbency Certificate or LLC Resolution); (4) Org Chart including Seller and chain of Ownership to Taxable Parent from W-9 (5) W-9 form;	1-4: Change Forms (combined into single PDF document) 5: W-9
Assignment of Payment	Seller informs NYSERDA to pay someone else that may or may not be the owner. No language changes to REC agreement.	(1) Assignment of Payment signed by Seller's authorized signatory; (2) Payee W-9 form	1: Assignment of Payment Forms 2: W-9

* Drafts specific to your project will be provided to you by your NYSERDA Project Manager