


## NOTICE OF ASSIGNMENT for IRA Contractors

<b>State of Oregon</b> <b>Department of Forestry</b>		PLACE PREPARED  <hr/> DATE
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PLEASE TAKE NOTICE that moneys due or to become due under the contract No. \_\_\_\_\_ have been assigned to the undersigned pursuant to the provisions of the Assignment of Claims Act of 1940 (Public Law No. 811, 76<sup>th</sup> Congress), approved October 9, 1940.

Payments due or to become due under such contract should be made to the assignee.

Please return to the undersigned the three enclosed copies of this notice with appropriate notations showing the date and hour of receipt and duly signed by the person acknowledging receipt on behalf of the addressee.

NAME AND ADDRESS OF ASSIGNEE	BY (Signature)	TITLE OF SIGNING OFFICER

DATE RECEIVED	HOUR RECEIVED  <div style="text-align: right;">A.M.      P.M.</div>	
NAME AND TITLE OF ADDRESSEE OF NOTICE	BY (Signature on behalf of addressee)	TITLE

**INSTRUCTIONS: In order to avoid delay, inconvenience, and possible impairment of the validity of assignments, these instructions should be followed carefully.**

1. **Under the terms of the Assignment of Claims Act of 1940, written notice of each assignment of moneys due or to become due from the United States or from any agency or department thereof, must be filed with:**
  - (a) the contracting office or the head of its department or agency.
  - (b) the surety or sureties upon the bond or bonds, if any, in connection with such contracts, and
  - (c) the disbursing officer, if any, designated in such contract to make payment.
2. **All blanks should be carefully filled in and the original and three copies should be forwarded to each of the parties with whom notice is required to be filed.**
3. The addressee should acknowledge receipt of this notice on the three copies and return the same to the assignee.
4. One copy of each such receipt should be retained by the assignee for his own records and two copies of each such receipt should be attached to the first invoice, voucher, or other similar document submitted for payment.
5. It will not be necessary to forward additional copies of such receipt with requests for further payment, because the first copies will be duly recorded in the appropriate offices of the GOVERNMENT.
6. If there is no surety bond in connection with the contract, giving rise to the claim which is assigned, it is not necessary to serve notice of assignment upon any surety.
7. If no disbursing officer is designated in such contract to make payment, it is not necessary to serve notice of assignment upon any disbursing officer.

**FOR VALUE RECEIVED**, the undersigned assignor, hereinafter referred to as "assignor", in accordance with the provisions of the Assignment of Claims Act of 1940, as amended (31 U.S.C.203, 41 U.S.C. 15), hereby sells, transfers, and assigns to

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of all moneys due or to become due to assignor from the United States of America or from any department or agency thereof under the following contract:

- Contract Number
- Contract Date
- Agency
- Name of Contractor
- Contractor Address
- Contract Amount

Assignor hereby stipulates that no previous assignment has been made, and that no additional assignments will be made, of moneys due under said contract. Assignor hereby irrevocably authorizes and directs the disbursing officer of the United States of America or department or agency thereof to make payment to said assignee of said moneys due or to become due to assignor under said contract.

**IN WITNESS WHEREOF**, assignor has executed this assignment this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
(NAME OF CONTRACTOR)

(CORPORATE SEAL)

ATTEST:

By \_\_\_\_\_  
(SIGNATURE OF OWNER, PARTNER, OR OFFICER)

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

**INDIVIDUAL ACKNOWLEDGEMENT**

STATE OF \_\_\_\_\_ )  
  ) as:  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_ before me \_\_\_\_\_, a notary public in and for said State, personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the within instrument and acknowledged to me that individual executed the same.

\_\_\_\_\_ NOTARY PUBLIC

(NOTARIAL SEAL)  
My commission expires \_\_\_\_\_.

PARTNERSHIP ACKNOWLEDGEMENT

STATE OF \_\_\_\_\_ )  
 ) as:  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_ before me \_\_\_\_\_, a notary public in and for said State, personally appeared \_\_\_\_\_ known to me to be one of the partners of the partnership that executed the within instrument and acknowledge to me that such partnership executed the same.

\_\_\_\_\_ )  
NOTARY PUBLIC

(NOTARIAL SEAL)  
My commission expires \_\_\_\_\_.

CORPORATE ACKNOWLEDGEMENT

STATE OF \_\_\_\_\_ )  
 ) as:  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_ before me \_\_\_\_\_, a notary public in and for said State, personally appeared \_\_\_\_\_ known to me to be of the corporation that executed the within instrument and acknowledge to me that such corporation executed the same.

\_\_\_\_\_ )  
NOTARY PUBLIC

(NOTARIAL SEAL)  
My commission expires \_\_\_\_\_.

If a Resource Provider elects to assign future payments to a bank or financial institution, the Resource Provider shall deliver a written request for Assignment of Claims to: Oregon Department of Forestry, Accounts Payable Coordinator, 2600 State Street, Salem OR 97310

The Assignment of Claims must be signed by the appropriate Authorized Government Representative and will remain in effect for the duration of this Agreement unless the Resource Provider provides proper notification to the State to stop the Assignment of Claim.