

## 32.805 Procedure.

(a) Assignments.

(1) Assignments by corporations *shall* be-

(i) Executed by an authorized representative;

(ii) Attested by the secretary or the assistant secretary of the corporation; and

(iii) Impressed with the corporate seal or accompanied by a true copy of the resolution of the corporation's board of directors authorizing the signing representative to execute the assignment.

(2) Assignments by a partnership *may* be signed by one partner, if the assignment is accompanied by *adequate evidence* that the signer is a general partner of the partnership and is authorized to execute assignments on behalf of the partnership.

(3) Assignments by an individual *shall* be signed by that individual and the *signature* acknowledged before a notary public or other person authorized to administer oaths.

(b) *Filing*. The assignee *shall* forward to each party specified in [32.802\(e\)](#) an original and three copies of the notice of assignment, together with one true copy of the instrument of assignment. The true copy *shall* be a certified duplicate or photostat copy of the original assignment.

(c) *Format for notice of assignment*. The following is a suggested format for use by an assignee in providing the notice of assignment required by [32.802\(e\)](#).

Notice of Assignment

To: \_\_\_\_\_ [*Address to one of the parties specified in [32.802\(e\)](#)*].

This has reference to Contract No. \_\_\_\_\_ dated \_\_\_\_\_, entered into between \_\_\_\_\_ [*Contractor's name and address*] and \_\_\_\_\_ [*Government agency, name of office, and address*], for \_\_\_\_\_ [*Describe nature of the contract*].

Moneys due or to become due under the contract described above have been assigned to the undersigned under the provisions of the *Assignment of Claims Act* of 1940, as amended, ([31 U.S.C.3727](#), [41 U.S.C. 6305](#)).

A true copy of the instrument of assignment executed by the Contractor on \_\_\_\_\_ [*Date*], is attached to the original notice.

Payments due or to become due under this contract *should* be made to the undersigned assignee.

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

Very truly yours,

\_\_\_\_\_ [*Name of Assignee*]

By \_\_\_\_\_ [Signature of Signing Officer]

\_\_\_\_\_ [Title of Signing Officer]

\_\_\_\_\_ [Address of Assignee]

### Acknowledgement

Receipt is acknowledged of the above notice and of a copy of the instrument of assignment. They were received \_\_\_\_ (a.m.) (p.m.) on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_ [Signature]

\_\_\_\_\_ [Title]

\_\_\_\_\_ On behalf of

\_\_\_\_\_ [Name of Addressee of this Notice]

(d) *Examination by the Government.* In examining and processing notices of assignment and before acknowledging their receipt, *contracting officers should* assure that the following conditions and any additional conditions specified in agency regulations, have been met:

(1) The contract has been properly approved and executed.

(2) The contract is one under which *claims may* be assigned.

(3) The assignment covers only money due or to become due under the contract.

(4) The assignee is registered separately in the *System for Award Management* unless one of the exceptions in [4.1102](#) applies.

(e) Release of assignment.

(1) A release of an assignment is required whenever-

(i) There has been a further assignment or reassignment under the Act; or

(ii) The contractor wishes to reestablish its right to receive further payments after the contractor's obligations to the assignee have been satisfied and a balance remains due under the contract.

(2) The assignee, under a further assignment or reassignment, in order to establish a right to receive payment from the Government, *must* file with the addressees listed in [32.802](#)(e) a-

(i) Written notice of release of the contractor by the assigning financing institution;

(ii) Copy of the release instrument;

(iii) Written notice of the further assignment or reassignment; and

(iv) Copy of the further assignment or reassignment instrument.

(3) If the assignee releases the contractor from an *assignment of claims* under a contract, the contractor, in order to establish a right to receive payment of the balance due under the contract,

*must* file a written notice of release together with a true copy of the release of assignment instrument with the addressees noted in [32.802](#)(e).

(4) The addressee of a notice of release of assignment or the official acting on behalf of that addressee *shall* acknowledge receipt of the notice.

**Parent topic:** [Subpart 32.8 - Assignment of Claims](#)