

INSTRUCTIONS FOR COMPLETING VENDOR FORM

Please submit completed forms to the Ethics Commission, 135 State House Station, Augusta, ME 04333

Please call the Commission with questions: 207-287-4179.

- All candidates must complete this form at the beginning of each election year (cycle). Check “New Request.”
- When updating your information during the election cycle, check the appropriate boxes in the “Change” section.
- The taxpayer identification number (TIN) is either the candidate’s social security number (SSN) or a federal employer identification number (FEIN) if you obtained one from the IRS for your campaign committee. Do not use the treasurer’s SSN.
- “Organization Type” is either “Individual/Candidate” if SSN used or “Committee with FEIN” if FEIN used. “Classification” is either “Individual” if SSN used or “Other” if FEIN used.
- The “Legal Name” is either:
 - a. the candidate’s name, if the TIN is the candidate’s SSN; or
 - b. the committee’s name, if the TIN is the committee’s FEIN.

The legal name must match the name used to get a SSN or an FEIN, if you have a committee. If the candidate is using a “DBA” committee, the “Legal Name” is still the candidate’s. A committee’s name can be entered as a “Legal Name” only if a committee has an FEIN.

- If you have designated your treasurer or committee to receive the check(s) or EFT correspondence, enter the address of your treasurer or committee in “Payment Address” and complete the “C/O” as either “c/o [treasurer’s name]” or “DBA [committee’s name].” The address on this form should be the same address on your candidate registration for you, your treasurer or committee. Please notify the Commission if an address change is needed on your registration. (Please note: “Physical Address” section (grayed area) is not required - leave blank.)
- Complete the “Contact” section with the name, email address, and phone number of the person you want the state’s accounting staff to contact concerning questions on your vendor information.
- “Candidate’s Signature” section includes a new IRS requirement. State vendor forms must meet IRS W-9 requirements if a W-9 is not used. MCEA payments are coded as “non-reportable funds” in the state’s accounting system and therefore are not consider as income and subject to withholding. By signing, you are certifying that the TIN number used on this form is correct and that you are a U.S. citizen.
- Sign and date the form. Please hand-deliver or mail the completed original form to the Commission. Faxed or scanned copies cannot be processed.