

INSTRUCTIONS FOR SUBMITTING AN ELECTRONIC LIST OF SEED MONEY CONTRIBUTIONS

Gubernatorial campaigns attempting to qualify for public funding are required to submit a list of seed money contributions. The list should contain information on all contributions intended to count toward the \$40,000 qualifying minimum. The list must be provided to the Ethics Commission in one of the following electronic formats:

- a text file with comma- or tab-separated values (CSV),
- a Microsoft Excel spreadsheet, or
- a Microsoft Access database.

Please include the following columns of information for each contribution. Additional contributions from the same contributor should appear as separate rows. The sample Excel file (posted on the Commission's website in Excel and shown below) may be used as a template for entering your own data.

- **First Name**
- **Middle Name** - if provided.
- **Last Name**
- **Residence Address** - where the contributor is registered to vote.
- **Residence City**
- **Residence State**
- **Residence ZIP**
- **Mailing Address** - if different from physical address.
- **Mailing City**
- **Mailing State**
- **Mailing ZIP**
- **Phone Number** - if provided.
- **Contribution Date**
- **Contribution Amount**
- **Transaction Type** - use the two-letter abbreviation: ON = online, CK = check, MO = money order, or CA = cash.
- **Transaction Number** - for online payments, use the transaction number assigned to this payment that appears on your merchant account statement. For money orders and checks, use the money order or check number. This may be left blank for cash transactions.
- **Cardholder Name** - only used for online transactions.

| EXCEL FILE TEMPLATE | | | | | | | | | | | | | | | |
|---------------------|-------------|-----------|-------------------|----------------|-----------------|---------------|-----------------|--------------|---------------|-------------|---------------|-------------------|------------------|------------------|--------------------|
| First Name | Middle Name | Last Name | Residence Address | Residence City | Residence State | Residence Zip | Mailing Address | Mailing City | Mailing State | Mailing Zip | Phone | Contribution Date | Contribution Amt | Transaction Type | Transaction Number |
| John | W. | Smith | 123 Ash St. | Augusta | ME | 04330 | PO Box 23 | Augusta | ME | 04330 | (207)555-5555 | 1/5/2010 | \$100.00 | ON | 987653 |
| Sally | B. | Jones | 2 Water St. | Bath | ME | 04210 | | | | | (207)222-2222 | 2/9/2010 | \$50.00 | CK | 351 |