

INSTRUCTIONS FOR COMPLETING REQUEST FOR DIRECT DEPOSIT 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). Circle “New” at the top right corner of the form.
 - When updating your information during the election cycle, circle “Change” at the top right corner of the form.
 - “TIN” is the same taxpayer identification number (TIN) you used on your vendor form - either the candidate’s social security number (SSN) or a federal employer identification number (EIN or FEIN). Do not use the treasurer’s SSN.
 - Complete the “Contact Person’s Name & Phone” section with the name and phone number of the person you want the state’s accounting staff to contact concerning questions on your direct deposit request.
 - The “Payment Address” is the same payment address as found on your vendor form.
 - If you want your direct deposit/EFT payment detail (correspondence) sent to an email address rather than mailed to you or your treasurer, check the box to the left of the email address you entered.
 - Read the authorization statement and check the box.
 - Complete the appropriate bank information section:
 - a. “NEW Bank Info” if you are completing the form for the first time in the election cycle; and
 - b. “OLD Bank Info” and “NEW Bank Info” if you are making a change to your information.
- “Name on Account” is the name you have given the bank for the account and usually is the name that appears on your campaign checks (e.g., “Jones for House”, “Mary Jones Senate 2010”, “Brad White, DBA Committee to Elect Brad”, “Emily Smith c/o Ann Black, Treasurer”). It is not the account holder’s name - unless that is the name you gave the account for the bank.
- Attach a voided check or deposit slip which is required by the State Controller’s Office for verification.
 - Remember to sign and date the form.