

MCEA Certification: Submission Packet Check List

In order to ensure a complete submission, please use the following checklist to carefully evaluate your materials before submitting them to the Commission. If you have questions during this process, please contact your assigned Candidate Registrar and they will be happy to talk you through the components.

Before submitting your materials, check if:

- ☐ All contributors' names and addresses have been entered from the Receipt & Acknowledgment Forms into the "Manage/Enter..." function on the QC site (www.maine.gov/cleanelections) to create the **List of Contributors**; *and* you have submitted the list to the Commission using the button at the bottom of the page
- ☐ You have at least the minimum number of **Qualifying Contributions (QCs)** (60 for House, 175 for Senate); we recommend submitting more than the required number in case some are not valid
- ☐ The **Seed Money Report** has been filed by your treasurer, or you have requested an extension by checking the box on the **Request for Certification Form** and emailing your assigned Candidate Registrar

Materials required in your submission packet:

☐ **Receipt & Acknowledgment Forms**

- ☐ All forms are the originally signed documents (not photocopies)
- ☐ Each circulator section has been signed and dated by the circulator
- ☐ The original clerk-signed printed Receipt & Acknowledgement Form PDFs for contributors whose voter registration was *not* verified by the online QC service

☐ **Checks and Cash QC Affirmation Forms**

- ☐ All Cash QC Affirmation Forms are signed by the contributor, dated, and are the original documents
- ☐ All checks have been signed by the contributor
- ☐ All checks and Cash QC Affirmation Forms are attached by **paper clip** to the corresponding Receipt & Acknowledgment Forms (absolutely do not staple)

☐ **Bulk Money Order**

- ☐ If you collected cash QCs, you must submit a money order or bank check in the amount of cash collected as QCs, written to the MCEF
- ☐ A signed **Request for Certification Form** (included)