



State of Maine Substitute W-9 & Vendor Authorization Form

PURPOSE: To establish or update an account with the State of Maine's accounting system.
Complete this form if: 1) You will receive payment from the State of Maine, and/or 2) You are a vendor who provides services or goods to the State of Maine. This form replaces the IRS W-9 form per the IRS W-9 language; "If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9."

Return to:
Maine Ethics Commission
135 State House Station
Augusta, ME 04333-0135
207-287-4179

FILL OUT FORM COMPLETELY - ALL AREAS WITH * ARE REQUIRED - ONLY ONE NAME & TIN PER A FORM

TYPE OF REQUEST*: (Must select one.)

☒ New Request

☐ New Location/Additional Entry

☐ Change

☐ Legal Name ☐ Phone # ☐ Contact Info ☐ Payment Address

☐ DBA Name ☐ Care Of ☐ Email Only ☐ Ordering Address

TAXPAYER ID NUMBER* (TIN) (Provide ONE only)

Social Security # (person) or a
Federal Employer ID # (business)

TIN

TIN Type *
choose ONE

Organization
Type *

Classification *
choose ONE

☐ Nonresident Alien

☐ Estate

☒ Social Security No. ➡

☒ Individual ➡

☒ Individual

☐ Sole Proprietorship

☐ Employer ID No. ➡

☐ Company ➡

☐ Corporation

☐ Partnership

☐ Trust

☐ Estate

☐ Other Non-Profit Org

☐ Other Gov't

☐ Federal Gov't

☐ State Gov't

☐ Other

☐ Foreign (W8 required)

LEGAL NAME (Must provide: Legal name filed with IRS tied to the ID number, SSN=first & last name/FEIN=business name)

Legal Name*

Alias/DBA

MCEA CAMPAIGN ACCOUNT

Other Info

Vendor Customer Number (if known) VC#/VS#

Account/Client/Provider Number (if known)

Payment Address*

Address

C/O

City/State/Zip

Phone

Contact*

Name

Phone

Ext

Email

☐

Send me Email notifications of DD/EFT

(requires Direct Deposit/EFT form to be completed)

**Authorized
Signature, Title &
Current Date***

Under penalties of perjury, I certify that: 1) The number shown on this form is my correct taxpayer identification number, 2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3) I am a U.S. citizen or other U.S. person (defined by the IRS). Ref: www.irs.gov

**OFFICE USE
ONLY State
Agency & SHS #**

**Information on State Agency Submitting Vendor Form
Agency Contact Person Name & Title**

**OFFICE USE ONLY
Contact's Phone #**

Ethics, 135 SHS

Julie Aube, Commission Assistant

(207) 287-4179

INSTRUCTIONS FOR COMPLETING VENDOR FORM

This Vendor form must be submitted to the Commission in order for the State to issue a payment of Maine Clean Election Act funds to a candidate. Please submit this form when you register. You do not need to set up a campaign bank account before submitting this form.

- **All candidates participating in the Maine Clean Election Act program must submit this form when they register with the Commission.**
- The taxpayer identification number (TIN) is the candidate's social security number (SSN). Do not use the treasurer's SSN or an Employee ID No.
- "The "Legal Name" must match the candidate's name used to get a SSN. If the candidate is using a "DBA" committee, the "Legal Name" is still the candidate's name.
- **The address on this Vendor form must be the same address on your candidate registration for either you or your treasurer or your campaign committee.** If you use EFT/direct deposit to receive your payments, the "Payment Address" on the Vendor form and the "Address of Payee" on the EFT/direct deposit form must match. Please notify the Commission if an address change is needed on your registration.
- 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 about your vendor information.
- If you would like to receive email notifications of direct deposit/EFT transactions, check the box in the "Contact" section.
- "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 considered 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 135 SHS, Augusta, Maine 04333-0135, the physical address is 45 Memorial Circle, 2nd Floor, Augusta, ME.
- If you need to make any changes to your vendor information, please contact the Commission first.