STATE OF MAINE NEW VENDOR & VENDOR UPDATE FORM INSTRUCTIONS

1. TYPE OF REQUEST

- a. Is it NEW?
- b. Adding location? (a sub/child entry to another existing.)
- c. CHANGES to existing? Checkmark a type.
- 2. FEDERAL TAXPAYER ID NUMBER
 - NOTE: Provide only ONE or the other do NOT give us both. If one is not provided the form is NOT processed.
 - Your social security number if you are an individual and being paid as such.
 OR
 - Your EIN if you're a company and being paid as such.

NOTE: follow ACROSS the paper – do not cross over between the types.

- 3. SOCIAL SECURITY NUMBER
 - a. TIN TYPE Social Security Number if you gave SSN above.
 - b. ORGANIZATION TYPE Individual
 - c. CLASSIFICATION choose one (individual/sole prop/st employee/estate/non-res alien)
- 4. EMPLOYER ID NUMBER
 - a. TIN TYPE- if you gave EIN above.
 - *b*. ORGANIZATION TYPE *Company*
 - *c*. CLASSIFICATION *choose one*
 - (corporation/partnership/trust/estate/other non-prof org/other gov't/fed gov't//st gov't/other/foreign)
- 5. LEGAL NAME
 - a. LEGAL NAME: Person's first & last name if an SSN is provided above. OR Company's name if an EIN is provided above.
 - b. ALIIS/DBA: alias or also known as OR the DBA = doing business as is entered here.
- 6. OTHER INFO (add in addition to TIN NOT instead of)
 - a. Vendor Code a number that was assigned by the State of Maine's accounting system Advantage. Usually a VC or VS number. (*if known*)
 - b. Account/Client/Provider Number may have been assigned by DHHS/LABOR or an NPI. (if known)

7. PAYMENT ADDRESS

- a. Address = Street **OR** post office box address (**NOT both**)
- b. C/O = Care Of or attention to (ATTN) goes in this space.
- c. City, State, & Zip
- *d. Phone* = *the phone number of the legal name above*.
 - My BILLING and/or Admin Address is the same.(Advantage has 4 types of addresses: Payment/Procurement/Billing/Administrator)
- 8. CONTACT
 - a. Contact name for above address that we can contact in reference to payments.
 - b. Contact phone number & extension for above address.
 - c. Contact's Email for above address.
 - d. Email notification of Direct Deposit/EFT (requires Direct Deposit/EFT form to be completed.)
- 9. PHYSICAL / PROCUREMENT ADDRESS ~ follow#7's a -d above in reference to contracts.
- 10. CONTACT ~ follow#8's a –d above in reference to contracts.
- NOTE: addresses may be different between payment & procurement/physical

11. AUTHORIZED SIGNATURE, TITLE & DATE

a person authorized to make changes for individual (self if form is for self) or company.

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Legal Nan	ne* 🕢			Alias	DBA (b)		
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