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.