

## THE STATE OF MAINE VENDOR FORM

The Vendor Form is a document required by the State of Maine to pay funds to any individual or organization. As a Maine Arts Commission grantee you or your organization becomes the state's "vendor".

The information listed on this form should refer to you or your organization, NOT to any vendors, artists, contractors, etc. who you may be hiring as part of your grant project. Whoever is the direct recipient of the funds (the grantee) is the vendor.

The goal of the vendor form is to record your information in the state's central accounting system, thereby assigning you a state vendor code. If you are applying as an individual, this protects you from needing to declare your social security number on different forms.

Once this information has been provided and recorded you need not submit a vendor form with future applications unless your contact information has changed. To check if your vendor information is current please contact Kathy Ann Shaw, Senior Development Associate, 207/287-2750, [kathy.shaw@maine.gov](mailto:kathy.shaw@maine.gov) (877/887-3878 TTY/NexTalk User ID: kathy.shaw.)

### INSTRUCTIONS FOR COMPLETING YOUR VENDOR FORM

Much of the Vendor Form can actually be left blank. We are looking for basic contact information and many fields will not pertain to you.

#### **Please complete:**

**First row:** Please check: New Vendor **or** Address Change **or** Name Change **or** Contact Update. You will most commonly be a new vendor

**Second Row:** If you are an individual type in your Social Security number. Remember, this is the only time you will need to provide this. If you are an incorporated, but applying as an individual artist please use your Social Security number not your business ID number.

Organizations complete the field "E" with your Federal Tax ID number. You complete one field or the other, not both.

**Center of Form:** Complete contact information, doing business as if relevant, address and phone number.

Ignore questions about social security card and account #.

Sign, complete Print and Date fields on the left hand side; ignore the right hand side with Contact and A/R Contact name.

**Last Row:** You may check off In-state, Individual, Minority or Woman or leave the boxes blank. Please leave anything under FOR OFFICE USE ONLY blank.

**Please mail** your signed vendor form with an original signature to the Maine Arts Commission office. Faxed copies are not accepted. Still have questions? Contact Kathy Ann Shaw, 207/287-2750 or [kathy.shaw@maine.gov](mailto:kathy.shaw@maine.gov).