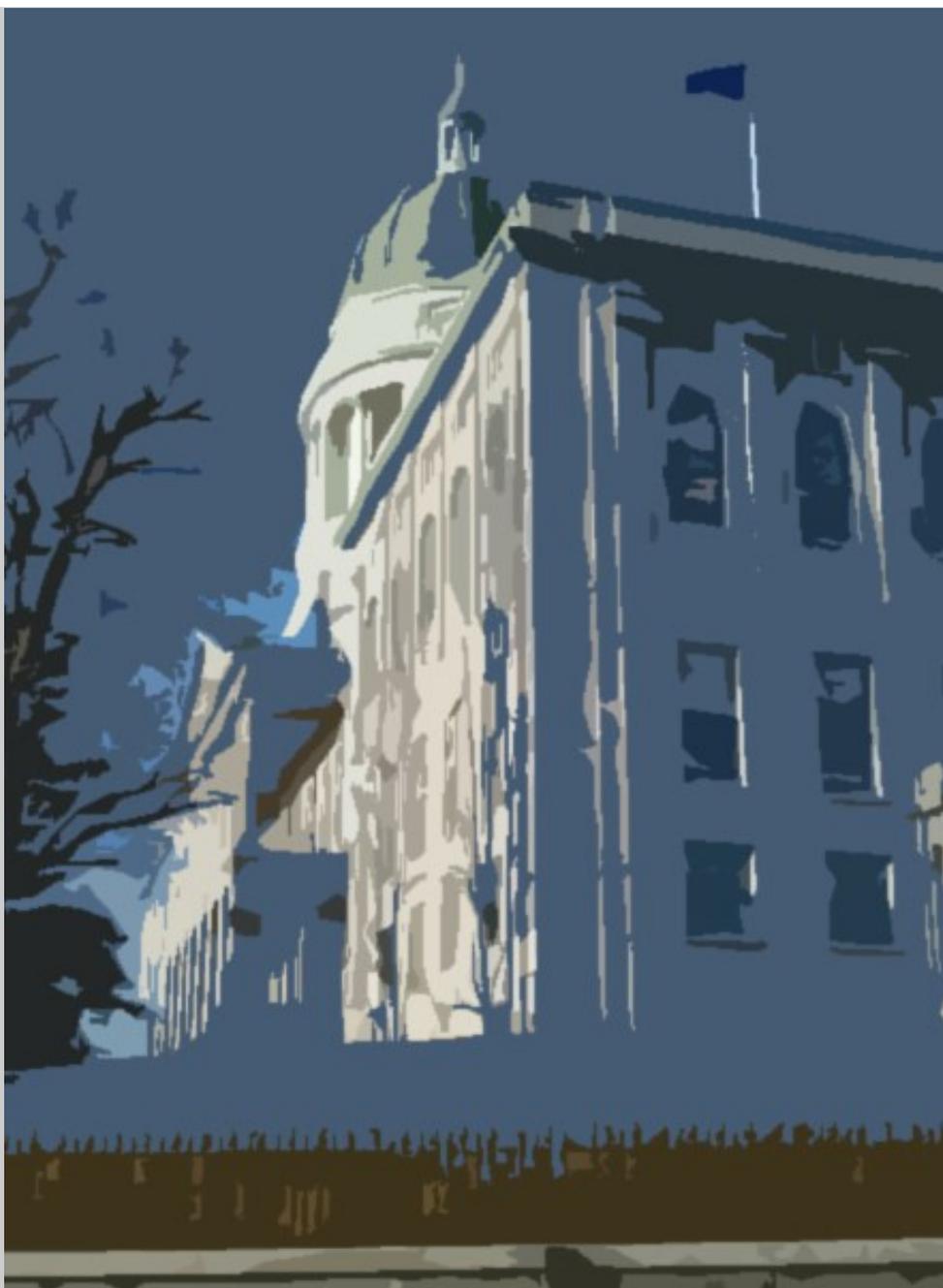


# 2016 MCEA Replacement Candidates Getting Started Packet

FORMS,  
INSTRUCTIONS AND  
FILING REQUIREMENTS



COMMISSION ON  
GOVERNMENTAL ETHICS  
AND ELECTION PRACTICES

[www.maine.gov/ethics](http://www.maine.gov/ethics)

Mailing: 135 State House Station, Augusta, Maine 04333

Location: 45 Memorial Circle, Augusta, Maine

Phone: 207-287-4179

FAX: 207-287-6775



## **THINKING OF RUNNING AS A MAINE CLEAN ELECTION ACT CANDIDATE IN 2016?**

### **What is the 2016 Maine Clean Election Act (MCEA) program?**

Candidates for the Legislature may qualify to receive public funding for their campaigns, as an alternative to raising traditional campaign contributions. In 2015, voters approved a citizen initiative to improve the program so that candidates can be assured that they will have access to sufficient resources for their campaigns.

### **How do I get started?**

- Register as a candidate with the Commission.
- Find someone reliable and competent to be your treasurer.
- File other required forms (please request a Getting Started Packet for MCEA Candidates).
- Open a separate campaign account at a bank or credit union.
- Begin collecting seed money (you can do this after you register until August 24, 2016).
- Starting on the date of your nomination, you may begin to collect qualifying contributions to become eligible for MCEA funding (see below).

After you register, the Commission will send you a 2016 Quick Guide with more detailed information and guidance about running as an MCEA candidate.

### **What is seed money?**

To get your campaign started, you may raise private contributions (seed money contributions) of up to \$100 from individuals, including you and your family members. House candidates may collect up to a maximum of \$1,000, and Senate candidates may collect up to \$3,000. Seed money must come from individuals – not organizations or businesses. The individuals who contribute seed money do not have to live in your district or even in Maine. Collecting seed money is not required, but experienced MCEA candidates usually recommend it.

### **How do I qualify for the basic level of MCEA funding?**

Candidates must collect a minimum number of valid qualifying contributions (QCs) of \$5 or more from registered voters in their district and submit them to the Commission by 5:00 p.m. on August 24, 2016. You may collect them by check, through the Commission's online QC service, or by money order.

These are small contributions of personal funds from the voters in your district that demonstrate they support you qualifying to receive public funding from the State.

	<b>House Candidates</b>		<b>Senate Candidates</b>	
	<i>60 QCs to qualify</i>		<i>175 QCs to qualify</i>	
	<b>Uncontested</b>	<b>Contested</b>	<b>Uncontested</b>	<b>Contested</b>
<b>Primary Payment</b>	\$500	\$2,500	\$2,000	\$10,000
<b>General Payment</b>	\$1,500	\$5,000	\$6,000	\$20,000

**How do I qualify for supplemental payments of MCEA funding?**

As a result of the citizen initiative, general election candidates in a contested race may request up to eight supplemental payments of MCEA funds. Whether a candidate seeks supplemental funding and the level of funding is entirely up to the candidate who should make a realistic assessment of the resources he or she needs to run a successful campaign.

To qualify for supplemental payments, candidates can continue to collect qualifying contributions and submit them to the Commission until October 18, 2016.

- For every 15 valid qualifying contributions collected by a House candidate, the Commission will make a supplemental payment of \$1,250.
- For every 45 valid qualifying contributions collected by a Senate candidate, the Commission will make a supplemental payment of \$5,000.

<b>Supplemental Payments for the General Election</b>								
	1	2	3	4	5	6	7	8
<b>House</b>	\$1,250 <i>(15 QCs)</i>	\$2,500 <i>(30 QCs)</i>	\$3,750 <i>(45 QCs)</i>	\$5,000 <i>(60 QCs)</i>	\$6,250 <i>(75 QCs)</i>	\$7,500 <i>(90 QCs)</i>	\$8,750 <i>(105 QCs)</i>	\$10,000 <i>(120 QCs)</i>
<b>Senate</b>	\$5,000 <i>(45 QCs)</i>	\$10,000 <i>(90 QCs)</i>	\$15,000 <i>(135 QCs)</i>	\$20,000 <i>(180 QCs)</i>	\$25,000 <i>(225 QCs)</i>	\$30,000 <i>(270 QCs)</i>	\$35,000 <i>(315 QCs)</i>	\$40,000 <i>(360 QCs)</i>

**For More Information:** Call the Commission at 287-4179 and ask for a Candidate Registrar.



## 2016 REGISTRATION MATERIALS FOR MAINE CLEAN ELECTION ACT REPLACEMENT CANDIDATES

This packet contains the forms you will need to register as a candidate and to participate in the Maine Clean Election Act program. The Commission staff is available to help you with any questions about running as a Maine Clean Election Act (MCEA) candidate.

### COMPLETE THESE FORMS:

<p><b>Candidate Registration</b> (required)</p>	<p>Every candidate must register with the Commission <u>before</u> accepting any campaign contributions or making any campaign expenditures. Please complete and sign the enclosed registration form and return it to the Commission. When you register, you will have to name your campaign treasurer. <u>The treasurer is responsible for filing reports in the campaign finance e-filing system.</u> The MCEA prohibits candidates from serving as treasurer or deputy treasurer and filing campaign finance reports in the e-filing system. However, you may serve as your own treasurer for up to 14 days after registering before appointing someone else.</p>
<p><b>Declaration of Intent (DOI)</b> (required)</p>	<p><u>Please complete and file the DOI form when you register.</u> Qualifying contributions received more than 5 business days before the DOI was filed with the Commission will not count toward the eligibility requirements.</p>
<p><b>Vendor Form</b> (required)</p>	<p>You must complete this form to receive MCEA funds. Please do this when you register in order to be set up to receive MCEA payments from the State.</p>
<p><b>EFT/Direct Deposit Form</b> (strongly recommended)</p>	<p>To receive your MCEA payments by direct deposit (EFT) rather than check, complete this form, attach a voided pre-printed check or a letter from your bank, and submit them to the Commission. Setting up direct deposit takes a minimum of four weeks to complete.</p>
<p><b>Maine Code of Fair Campaign Practices</b> (optional)</p>	<p>Please review the Code and return the signed form if you want to subscribe. Subscribing to the Code is voluntary. The Commission is not authorized to take action against candidates who violate the Code.</p>
<u>OTHER FORMS AND INFO:</u>	
<p><b>Receipt and Acknowledgment Form and Voter Verification</b></p>	<p>For qualifying contributions made by check or money order, the R&amp;A Form must be signed by the individual contributors, signed by the circulator, and verified by the municipal registrar. Candidates are welcome to make as many copies of blank R&amp;A Forms as they need.</p>
<p><b>Request for Certification Form</b></p>	<p>This form must be received by the Ethics Commission by 5:00 p.m. on August 24, 2016. For a checklist of documents that must be submitted, please refer to the Request for Certification Form included in this packet. <u>Requests for certification will not be granted if the qualifying contributions and verified original R&amp;A Forms are not submitted by the deadline of the qualifying period.</u></p>
<p><b>Submission Form for Additional Qualifying Contributions</b></p>	<p>Candidates may collect and submit qualifying contributions from the date of your nomination - October 18, 2016 in order to receive supplemental MCEA funds for contested general elections. With each submission of additional qualifying contributions, candidates must submit this form, along with the checks and money orders, original R&amp;A Forms, <u>and an updated alphabetical list of contributors.</u> Candidates are welcome to make as many copies of blank forms as they need. Please see the 2016 Candidate Quick Guide or 2016 Candidate Guidebook for more information.</p>
<p><b>Travel Log</b></p>	<p>If MCEA funds are used for travel reimbursements, the candidate must maintain a travel log.</p>
<p><b>Other Information</b> (in this packet)</p>	<p>Campaign finance report filing schedule, instructions for collecting qualifying contributions, information about the online qualifying contribution service, and e-filing waiver.</p>



## 2016 CANDIDATE REGISTRATION

**Notice:** Changes to registration information must be filed within 10 days in writing or by e-mail to the Commission.

Is this an amendment?    Yes    No

1. CANDIDATE INFORMATION		
Are you running as a (check one): <input type="checkbox"/> Maine Clean Election Act candidate <input type="checkbox"/> traditionally financed candidate		
Title <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Honorable	Party affiliation	Office sought & District #
Name: First	MI or Middle Name	Last
County (for candidates for county office)		
Mailing address		Phone
City	Zip code	Alternate Phone
E-mail (required)		Fax

2. TREASURER INFORMATION		
Name: First	MI or Middle Name	Last
Phone		
Mailing address		Fax
City	Zip code	E-mail (required)

**DESIGNATION OF TREASURER:** A candidate for office must appoint a treasurer no later than 10 days after becoming a candidate, and before accepting contributions, making expenditures or incurring obligations. No later than 10 days after appointing a treasurer, the candidate must register with the Commission the name and address of the candidate and treasurer. The treasurer is responsible for maintaining campaign records and for filing reports. A MCEA candidate may serve as treasure for no more than 14 days following the date of registration. (21-A MRSA §§ 1013-A and 1125(12-A))

2A. DEPUTY TREASURER INFORMATION (optional)		
Name: First	MI or Middle Name	Last
Phone		
Mailing address		Fax
City	Zip code	E-mail (required)

**DESIGNATION OF DEPUTY TREASURER (optional):** The candidate may appoint a deputy treasurer and notify the Commission no later than 10 days after the appointment. The deputy, when acting in the absence of the treasurer, has the same powers and responsibilities as the treasurer. A MCEA candidate may serve as deputy treasure for no more than 14 days following the date of registration. (21-A MRSA §§ 1013-A and 1125(12-A)) (21-A MRSA § 1013-A (1)(A)(1))

3. AUTHORIZED AGENT INFORMATION (optional)		
Name	Phone	Email (required)
Name	Phone	Email (required)

**DESIGNATION OF AUTHORIZED AGENT (optional):** Please use this section to designate individuals, other than the treasurer and deputy treasurer, authorized to file reports on your behalf.

4. POLITICAL COMMITTEE INFORMATION (optional)		
Name	Phone	
Address of campaign headquarters	City	Zip code

**DESIGNATION OF POLITICAL COMMITTEE (optional):** The candidate may form a political or campaign committee. Within 10 days of forming the committee and before accepting contributions, making expenditures or incurring obligations, the candidate must:

- appoint a treasurer (the candidate may have only one treasurer who is listed in Section 2) and
- register the committee and its officers, if any are appointed, with the Commission. (21-A MRSA § 1013-A (1) (B))

**Committee Officers (use additional pages, if necessary):**

Name	Title	Phone
Mailing address	City	Zip code
		E-mail

Name	Title	Phone
Mailing address	City	Zip code
		E-mail

5. CERTIFICATION	
I, _____, certify that the information in this registration is true, accurate and complete. (Print Candidate's Full Name)	
Signature of Candidate _____	Date _____

6. REPORTING EXEMPTION REQUEST	
<b>Only county and municipal candidates and legislative candidates in an uncontested primary election may request an exemption.</b>	
A candidate may request an exemption from the obligation to appoint a treasurer and file campaign finance reports if the candidate does not accept any cash or in-kind contributions or make any expenditures for his or her campaign. You cannot request a reporting exemption if you use your or your spouse's/domestic partner's personal funds to pay for your campaign expenses. To request an exemption, complete the statement below and sections 1 & 5, have the form notarized, and submit it to the Commission.	
<b>STATEMENT OF ELIGIBILITY FOR A REPORTING EXEMPTION:</b> I, the undersigned, swear or affirm that I will not accept contributions, make expenditures or incur obligations associated with my candidacy.	
Signature of candidate _____	Date _____
Subscribed and sworn (affirmed) to before me this _____ day of _____, 20____.	
Signature of Notary/Attorney-at-law _____ (Seal is optional)	My commission expires _____ (Date)
<b>REVOCAION NOTICE:</b> The foregoing statement may be revoked. Prior to revocation, the candidate must appoint a treasurer. A revocation notice must be in the form of an amended registration which must be filed with the Commission no later than 10 days after the date the treasurer is appointed. The notice must be filed before contributions are accepted or expenditures made. A late revocation notice is subject to the same penalties applicable to late campaign finance reports.	



## 2016 DECLARATION OF INTENT To Seek Certification as a Maine Clean Election Act Candidate

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Candidate's Name: \_\_\_\_\_  
(Please Print)

I hereby declare my intent to become certified as a Maine Clean Election Act candidate and to comply with the requirements of the Maine Clean Election Act. I authorize the Commission to conduct a financial audit of my campaign, including but not limited to financial records and account(s). I affirm the following in support of this Declaration of Intent:

- That I am seeking certification as a Maine Clean Election Act candidate.
- That I understand that any qualifying contribution I collected more than five business days before filing this Declaration of Intent with the Commission will not be counted toward the eligibility requirement.
- That I have raised and spent only seed money contributions since becoming a candidate, and that I will continue to comply with applicable seed money restrictions.
- That I will deposit and maintain all Maine Clean Election Act funds I receive in an account to be used solely for campaign purposes, and that all my payments of Maine Clean Election Act funds will comply with the Commission's expenditure guidelines.
- That I will obtain and keep campaign records required by the Maine Clean Election Act and by the Commission's rules and policies.
- That I have received or will obtain from the Commission the current Candidate Guidebook containing the Commission's policies.
- That I have elected to participate in this voluntary public financing program, and understand that it is my responsibility to review and to comply with the Maine Election Law, and the Commission's rules and policies.

I certify that the above affirmations are true, correct, and complete to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate's Signature



State of Maine Substitute W-9 & Vendor Authorization Form **Reset Form**

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

PURPOSE: To establish or update an account with the State of Maine's accounting system. | 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." | 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.

All items with an asterisk ( \* ) must be completed.

TYPE OF REQUEST\*: (Must select one.)

New Request

See Instructions on Back!

Change (Choose)

Legal Name

DBA Name

Payment Address

Ordering Address

Contact Info

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

Candidate's Social Security Number (SSN)

Committee's

Federal Employer ID Number (FEIN)

Organization Type \* choose ONE

Individual/Candidate

OR

Company Committee with FEIN

Classification \*

Individual

Sole Proprietorship

Corporation

Foreign (W8 required)

Partnership

choose ONE

Nonresident Alien

Trust

State Gov't

Other Gov't

Other

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#

Completed by Ethics or DAFS

Payment Address\* where bank statement is mailed

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)

Physical Address SKIP THIS SECTION

Address

C/O

City/State/Zip

Phone

Contact\*

Name

Phone

Ext

Email

Candidate's Signature & Current Date\*

Under penalties of perjury, I certify that: 1) The number shown on this form is my correct taxpayer identification number, and 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

Information on State Agency Submitting Vendor Form

OFFICE USE ONLY

State Agency & SHS #

Agency Contact Person Name & Title

Contact's Phone #

ETHICS, 135 SHS

Lorrie Brann, 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. Check “New Request.”
- The taxpayer identification number (TIN) is either the candidate’s social security number (SSN) or a federal employer identification number (FEIN) if you obtained one from the IRS for your campaign committee. Do not use the treasurer’s SSN.
- “Organization Type” is either “Individual/Candidate” if SSN used or “Committee with FEIN” if FEIN used. “Classification” is either “Individual” if SSN used or “Other” if FEIN used.
- The “Legal Name” is either:
  - a. the candidate’s name, if the TIN is the candidate’s SSN; or
  - b. the committee’s name, if the TIN is the campaign committee’s FEIN.

The legal name must match the name used to get an SSN or an FEIN, if you have a campaign committee. If the candidate is using a “DBA” committee, the “Legal Name” is still the candidate’s name. A committee’s name can be entered as a “Legal Name” only if a committee has an FEIN.

- **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.
- **Do not fill out the “Physical Address” section (grayed area).**
- 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.
- “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 at the above addresses.
- **Faxed or scanned copies will not processed. The complete and signed original is required.**
- If you need to make any changes to your vendor information, please contact the Commission first.

STATE OF MAINE  
ACTIVATION/CHANGE REQUEST FOR DIRECT DEPOSIT / EFT

Mail to:  
MAINE ETHICS COMMISSION  
135 STATE HOUSE STATION  
AUGUSTA, ME 04333-0135

**We require you to submit a  
voided check or letter from your  
bank for account verification.**

Choose ONE

- NEW  
 CHANGE

Payee's Name

TIN of Payee\*

Choose ONE

- SSN  
 EIN

Contact Person's Name &  
Phone # (If different from Payee)

\* TIN is required ~ Employer ID No. or Social Security No.

Vendor Code

Include VC or VS

One Vendor Code (VC/VS) Number per a form & can be provided by agency.

Address of Payee   
(Street/PO, City, State, & Zip)

Email

I authorize the State of Maine to send DD/EFT payment detail to the email address included.

**By signing and returning this document, you agree to the following statement:**

I, the below signed, authorize you to electronically transfer payments to the account provided below. I/we authorize the Agency to initiate credit entries and debit entries (only for the purposes of correcting an erroneous credit provided that, prior to the debit I/we are notified by the Agency in writing of the reason) to my/our account at the below named financial institution. I/we agree to notify the Agency's offices immediately upon discovery of any errors resulting from transactions under this authorization and to notify the Agency's offices of any changes that may affect these instructions or the Agency's ability to rely upon them. This authorization may be canceled by me/us at any time by notifying the Agency in writing. In authorizing the above services to be provided to me/us, I/we agree to hold the Agency and the State of Maine harmless from any and all loss, cost, damage or expenses I/we may suffer as the result of errors in deposits, credit entries or debit entries caused by persons who are not employees of the Agency or the State of Maine.

**OLD Bank Info: This section is for CHANGES ONLY ~ For New bank set up, please skip to NEW section below.**

Name on Account

Routing #   
(Transit/ABA #)

Name of Financial Institution

Account #

Address of Financial Institution   
(Street/PO, City, State, Zip & Phone)

Choose ONE

- Savings  
 Checking

**You MUST notify us of changes to your name, address, & contact info by completing a Vendor Activation/Change form.**

**Locate our forms at: <http://www.maine.gov/osc/forms/index.shtml> (Under VENDOR section.)**

**NEW Bank Info: \*New bank info is REQUIRED to be written on this document.**

Name on Account\*

Routing # \*   
(Transit/ABA #)

Name of Financial Institution\*

Account # \*

Address of Financial Institution\*   
(Street/PO, City, State, Zip & Phone)

Choose ONE

- SAVINGS  
 CHECKING

**We require you to submit a voided check or letter from your bank for account verification.**

Signature of Payee\* \_\_\_\_\_  
(Benefit Recipient) or Authorized Agent (not a fill-in, must sign after printing)

Date

**INCOMPLETE FORMS WILL NOT BE PROCESSED**

For agency use only  
AGENCY CONTACT NAME Lorrie Brann

PHONE # 287-4179

SHS # 135

DATE \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING REQUEST FOR EFT/DIRECT DEPOSIT FORM

***This direct deposit request takes four weeks to process. You must submit this form to the Commission at least one month before the certification deadline.***

- Check “New” at the top right corner of the form.
- The “Payee’s Name” must be the same as the “Legal Name” used on your vendor form.
- “TIN” is the same taxpayer identification number (TIN) you used on your vendor form - either the candidate’s social security number (SSN) or a federal employer identification number (EIN or FEIN) if you have a campaign committee. Do not use the treasurer’s SSN.
- Complete the “Contact Person’s Name & Phone” section, if you want the state’s accounting staff to contact someone other than you with questions about your direct deposit request.
- The “Payment Address” must be the same payment address used on your vendor form.
- If you want your direct deposit/EFT correspondence sent to an email address rather than mailed to you or your treasurer, check the box to the left of the email address you entered.
- Read the authorization statement and check the box.
- Complete the “NEW Bank Info” section with your campaign account name, bank or credit union name, the routing number, and account number.
- Do not enter any information in the “OLD Bank Info.” If you need to change your bank account information, please contact your Candidate Registrar.
- “Name on Account” is the name you have given the bank for the account and usually is the name that appears on your campaign checks (e.g., “Jones for House,” “Mary Jones Senate 2010,” “Brad White, DBA Committee to Elect Brad,” “Emily Smith c/o Ann Black, Treasurer”). It is not the account holder’s name - unless that is the name you gave the account for the bank.
- **Attach a voided pre-printed check or letter from your bank that includes the routing and account numbers and the account name. A starter check or deposit slip will not be accepted.** The form will not be processed without the required forms of bank verification (a voided pre-printed check or bank letter).
- **Sign and date the form.**
- Please mail the completed form to the Maine Ethics Commission, 135 State House Station, Augusta, ME 04333, or hand-deliver it to 45 Memorial Circle, Augusta, Maine.
- **A faxed or scanned copy will not be processed. A complete and signed original form with a voided pre-printed check or bank letter is required.**
- If you have any questions about this form, please contact the Commission at 287-4179.



## 2016 MAINE CODE OF FAIR CAMPAIGN PRACTICES

(Optional under 21-A M.R.S.A. § 1101(2))

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I shall conduct my campaign and, to the extent reasonably possible, insist that my supporters conduct themselves, in a manner consistent with the best Maine and American traditions, discussing the issues and presenting my record and policies with sincerity and candor.

I shall uphold the right of every qualified voter to free and equal participation in the election process.

I shall not participate in and I shall condemn defamation of and other attacks on any opposing candidate or party that I do not believe to be truthful, provable and relevant to my campaign.

I shall not use or authorize and I shall condemn material relating to my campaign that falsifies, misrepresents or distorts the facts, including, but not limited to, malicious or unfounded accusations creating or exploiting doubts as to the morality, patriotism or motivations of any party or candidate.

I shall not appeal to and I shall condemn appeals to prejudices based on race, creed, sex or national origin.

I shall not practice and I shall condemn practices that tend to corrupt or undermine the system of free election or that hamper or prevent the free expression of the will of the voters.

I shall promptly and publicly repudiate the support of any individual or group that resorts, on behalf of my candidacy or in opposition to that of an opponent, to methods in violation of the letter or spirit of this code.

I, the undersigned candidate for election to public office in the State of Maine, hereby voluntarily endorse, subscribe to and solemnly pledge to conduct my campaign in accordance with the above principles and practices.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Office Sought and District

\_\_\_\_\_  
Printed Name



# MAINE CLEAN ELECTION ACT

## QUALIFYING CONTRIBUTIONS - RECEIPT AND ACKNOWLEDGEMENT

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES  
135 STATE HOUSE STATION, AUGUSTA, ME 04333  
207-287-4179  
WWW.MAINE.GOV/ETHICS

CANDIDATE'S NAME: \_\_\_\_\_

OFFICE:  HOUSE  SENATE DISTRICT # \_\_\_\_\_  
(Please check box above)

ALL CONTRIBUTORS MUST BE FROM THE TOWN OR CITY OF: \_\_\_\_\_

### IMPORTANT NOTICE TO CONTRIBUTORS:

- Your signature and qualifying contribution of \$5 or more will help the candidate named above to be eligible for public funding from the State to pay for the candidate's campaign.
- By signing below, you affirm that you have used your personal funds to make this contribution and that you have received nothing of value in exchange for your signature and contribution.

Date	Check/M.O.#	Contributor's Name (Please Print)	Residential Address (No PO Box)	Contributor's Signature
1				
2				
3				
4				
5				
6				
7				
8				

### Falsifying any information on this form is punishable by law.

**Please make checks and money orders payable to Maine Clean Election Fund. Money orders must be signed by the contributors.**

**Municipal Registrars:** Please circle the number of each contributor who is registered to vote in the candidate's district (any party) and complete the statement below by inserting the total number of contributors on this page who are registered in the district. Please also cross out any blank lines or contributors who are not registered in the candidate's district.

**Circulators:** Anyone (including candidate) circulating this form must complete and sign the statement below for the contributions collected on this form to be accepted by the Commission.

I, (print name) \_\_\_\_\_, affirm that: (1) I collected the qualifying contributions, (2) to the best of my knowledge and belief, the signature is the signature of the person whose name it purports to be, (3) the contribution came from the personal funds of the contributor, and (4) I did not give anything of value to the contributor in exchange for their contribution and signature.

I have verified that \_\_\_\_\_ contributors circled above are registered to vote in the electoral division of the candidate.

Date: \_\_\_\_\_

Signature of Circulator: \_\_\_\_\_

Date: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City/Town/State/Zip: \_\_\_\_\_



## 2016 REQUEST FOR CERTIFICATION As a Maine Clean Election Act Replacement Candidate for the Legislature

**2016 CERTIFICATION DEADLINE  
FOR LEGISLATIVE CANDIDATES:**  
Wednesday, August 24, 2016 by 5:00 p.m.

CANDIDATE'S NAME: \_\_\_\_\_

OFFICE SOUGHT: \_\_\_\_\_ DISTRICT # \_\_\_\_\_ PARTY: \_\_\_\_\_

**I hereby request to be certified as a Maine Clean Election Act candidate. I agree to comply with all requirements of the Act and the Commission's rules. I have:**

- signed and filed a Declaration of Intent to participate in the Maine Clean Election Act;
- qualified as a candidate by petition or other means (confirmed by Secretary of State's Office);
- complied with seed money restrictions and otherwise met the requirements for participation in the Maine Clean Election Act;
- read the Commission's guidelines on permissible campaign-related expenditures;
- established a separate campaign account in a financial institution; and
- if applicable, any person who circulated my Receipt and Acknowledgement forms and collected qualifying contributions did so with my knowledge and consent.

**With this Request for Certification, I have submitted (please check the appropriate boxes):**

- at least the minimum number of qualifying contributions. I have submitted \_\_\_\_\_ qualifying contributions, which is the total collected on Receipt and Acknowledgement forms and on the Commission's website.
- for contributions made by check and money order, the original Receipt and Acknowledgement forms verified by the municipal clerks with the checks or money orders attached to the appropriate forms, in the order that the contributions are listed on the forms.
- for contributions made by credit or debit card on the Commission's website that were not verified by the online system, the printed Receipt and Acknowledgement forms verified by the municipal clerks.
- an alphabetical list of all qualifying contributors, which includes their towns and cities.
- a seed money campaign finance report filed electronically. (If no seed money was raised or spent, a "no activity report" must be filed. If you requested an electronic filing waiver, submit the completed paper report signed by your treasurer.)

**Request for Extension:** A candidate may request an extension of time to file the seed money report and the alphabetical list. The deadline for submitting the qualifying contributions and receipt and acknowledgement forms cannot be extended. I request an extension of time to file the following:

Seed Money Report                       Alphabetical List of Contributors

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date



## 2016 ADDITIONAL QUALIFYING CONTRIBUTIONS SUBMISSION FORM

**Additional Qualifying Contributions May Be Submitted No Later Than:**  
Tuesday, October 18, 2016 by 5:00 p.m.

Candidate's Name: \_\_\_\_\_

Office Sought: \_\_\_\_\_ District #: \_\_\_\_\_

**I am submitting:**

\_\_\_\_\_ QCs contributed by check or money order

\_\_\_\_\_ QCs contributed online

- The original Receipt & Acknowledgement Forms for QCs collected in person (required)
- The Receipt & Acknowledgement Forms for QCs collected online
- An updated alphabetical list which contains all QC contributors, both in person and online (required)

**Alphabetical list requirements:** With every submission of qualifying contributions, an alphabetical list of all contributors who have given QCs for the 2016 election must be included. This list must include the contributors' first and last names, town of residence, the date of submission to the Commission, and whether the contribution was donated online. The list must be sorted alphabetically by last name.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

**For MEC Staff Use:**

Batch Letter: \_\_\_\_\_ Group Number(s): \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2016 TRAVEL LOG FOR MCEA CANDIDATES AND THEIR CAMPAIGN STAFF**

A travel log is required if MCEA funds are used for travel reimbursements. Logs must be maintained until Dec. 2019.

**Candidate's Name**

**Name:**

(Person requesting reimbursement)

**Address:**

Date of Travel (Required)	Odometer Reading at Start (Recommended)	Odometer Reading at End (Recommended)	Number of Miles Traveled (Required)	Specific Purpose and Destination of Travel (Required)
<b>HOW TO USE THIS FORM</b>				Number of miles this page
<ul style="list-style-type: none"> <li>Logs must be completed contemporaneously—at the time of travel.</li> <li>Start and end odometer readings are highly recommended.</li> <li>The purpose of the travel must be specified in detail: “door to door,” “attended meet and greet” and “candidates’ forum” - are acceptable descriptions. “Campaigning” or “candidate activities” are not acceptable because they do not describe the purpose in enough detail.</li> </ul>				Number of miles from attached pages
				Total miles traveled
			\$	Multiply total miles by \$0.44 This is the <u>maximum</u> reimbursement amount based on mileage. The payments for fuel can not exceed this amount.

**Affirmation.** To be completed by the person requesting reimbursement from the campaign for that person’s travel expenses.

I, \_\_\_\_\_, affirm that my travel reported in this log: (1) was campaign related; (2) occurred on the dates and to the destinations listed; (3) is, to the best of my knowledge, an accurate record of the number of miles traveled; and (4) that the entries in this log were made on the day the travel occurred.

\_\_\_\_\_  
Signature of person requesting reimbursement

\_\_\_\_\_  
Date

(For use by campaign) Date of Reimbursement:	\$ _____ Actual Amount of Reimbursement
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## 2016 FILING SCHEDULE

### For Maine Clean Election Act Legislative Replacement Candidates

#### GENERAL ELECTION: NOVEMBER 8, 2016

TYPE OF REPORT	FILING DEADLINE (BY 11:59 P.M.)	REPORT PERIOD
Seed Money Report	August 24, 2016	Date of first seed money contribution – date of certification request
42-Day Pre-General	September 27, 2016	End of Seed Money Report — September 20, 2016
11-Day Pre-General	October 28, 2016	September 21 — October 25, 2016
42-Day Post-General	December 20, 2016	October 26 — December 13, 2016

#### 24-HOUR REPORTS

24-HOUR REPORTING PERIODS (13 DAYS BEFORE THE ELECTION)	WHAT TO REPORT	WHEN TO FILE
General: October 26 – November 7, 2016	Any single expenditure of \$1,000 or more. Orders placed with or obligations made to vendors for goods or services are considered expenditures at the time the obligations are made.	<u>Within 24 hours</u> , including weekends and holidays, of making the expenditure, incurring the obligation, or placing the order.

#### HOW TO FILE REPORTS

*Using the Commission's Website.* Candidates who receive or expect to receive at least \$1,500 for their campaigns must file reports electronically on the Commission's website. Candidates or treasurers must enter the required information and the treasurer must click "File Report" by 11:59 p.m. on the filing deadline. Candidates who lack access to the technology or the technological ability to file reports on the internet may request a waiver at the time of registration. The Commission will grant all reasonable requests.

*Using Paper Forms.* For candidates who are not required to file electronically, each original campaign finance report signed by the candidate and treasurer must be properly filed with the Commission by the filing deadline, except in two circumstances. A properly signed report may be faxed to the Commission office at (207) 287-6775 by 11:59 p.m. on the deadline, provided that the Commission receives the original report within 5 calendar days. A report mailed to the Commission by certified or registered mail and postmarked at least 2 days before the filing deadline will not be considered late, even if it is received after the deadline.

Commission staff will be available until 5:00 p.m. on filing deadlines to offer assistance to candidates and campaign staff.



## INSTRUCTIONS FOR COLLECTING \$5 QUALIFYING CONTRIBUTIONS Using Receipt and Acknowledgement Forms

1. Qualifying contributions are checks or money orders from registered Maine voters in the amount of \$5 or more made payable to the "Maine Clean Election Fund." For legislative candidates, the contributors must be registered to vote in the candidate's district.
2. Money orders must be signed by the contributor.
3. The \$5 (or more) qualifying contribution must come from the personal funds of the contributor.
4. Every person making a qualifying contribution of \$5 (or more) by check or money order must sign a Receipt and Acknowledgment Form. Spouses, domestic partners, family members, and friends cannot sign for each other. The campaign may make photocopies of the form if additional sheets are needed.
5. All contributors listed on a single page of the Receipt and Acknowledgment Form should be from the same town or city.
6. Members of a family who are registered to vote in the same household may combine contributions in one check or money order, provided that each contributor gives the qualifying contribution from their personal funds and signs the Receipt and Acknowledgment Form. *(Note: If a money order is used, all contributors must sign the money order.)*
7. Checks drawn from a checking account with a business name are acceptable if the contributor's name is also imprinted on the check (not hand printed) or the contributor submits a note or makes a notation on the check (e.g., memo line) that the contributor uses the business account for personal expenses.
8. Candidates and campaign staff must clearly explain to the contributor that the purpose of collecting qualifying contributions and signatures is to qualify for Maine Clean Election Act funding for their campaign. It is a violation of the Act to misrepresent the purpose of collecting the contribution or contributor's signature.
9. Anyone who circulates the Receipt and Acknowledgment Form and collects the qualifying contributions must read and complete the circulator's section at the bottom of the form, date and sign in the space provided.

Additional Instructions from Candidate:

# Maine Clean Election Act Candidates Online Qualifying Contributions Service

## Online Qualifying Contributions Website:

<http://www.maine.gov/cleanelections>

The screenshot shows the homepage of the Maine Clean Election Act Online Qualifying Contribution Service. The header includes the Maine.gov logo and the text "A secure, online service provided by the Maine Ethics Commission". The main heading is "Maine Clean Election Act Online Qualifying Contribution Service". Below this, there are navigation links: "Home", "Ethics Commission Home", and "More Online Services". The main content area features a welcome message: "Welcome to the Maine Clean Election Act - Online Qualifying Contribution Service". It states that users can make qualifying contributions of \$5 or more to support candidates seeking Maine Clean Election funding, and that only personal funds are accepted, with Visa or Mastercard accepted. A prominent green "Contribute" button is visible. A callout box points to this button with the text: "Your contributors click 'Contribute' then follow the instructions." Another callout box points to the top of the page with the text: "This is the home page for the online qualifying contributions website." On the right side, there are sections for "SERVICE INFORMATION" (with a link to "FAQ"), "RELATED SERVICES" (with links to "Maine Clean Election Act", "Maine eDemocracy", and "Find your polling place & Elected Official"), and "ADMINISTRATION" (with a link to "Candidate Login"). A callout box points to the "Candidate Login" link with the text: "Use the 'Candidate Login' to access your administration screen." At the bottom, there is a footer with "Credits" (including the infoME logo and copyright notice for 2015), "Information" (with links to "Ethics Commission Home", "Maine.gov", and "Site Policies"), and "Transaction Security" (with the Maine.gov logo).

The online qualifying contribution service is quick and convenient for contributors and candidates. Contributors use a secure website to make qualifying contributions with a VISA or MasterCard. Contributors who give their qualifying contribution online do not need to sign a paper form because they sign electronically when they make their contribution.

The system is convenient for candidates because it automatically verifies the voter registration of the contributor. If the system is not able to verify the voter registration, the contributor is still able to make a qualifying contribution online but the campaign must get the contributor's voter registration verified by the town clerk. Candidates download and print the online receipt and acknowledgement forms with the *unverified* contributors. These forms are brought to the town clerks for verification.

The online system uses data from the Secretary of State's Central Voter Registry (CVR) for voters' names and addresses. If the system does not recognize a contributor's street name, the system will give the contributor a list of similar street names to choose from. If the system does not recognize an address because it is not in the CVR, e.g., an address in a new development, the contributor will get instructions on how to make a contribution using a paper form.

## Qualifying Contributions Online Website: Candidate Access

To access the administrative section of the online qualifying contribution system, candidates use their electronic-filing system user name and password which was assigned to them when they registered as a candidate. (Candidate treasurers can also log in using their user names and passwords.) When logged into the administrative section, a candidate can review the status of their online qualifying contributions, including the verification of contributors' voter registration. Candidates can also search for contributions by contributor name or town or date range, download receipt and acknowledgement forms, and view the total contributions made online.

To log on to the site:

1. Go to [www.maine.gov/ethics](http://www.maine.gov/ethics).
2. Look for “ONLINE SERVICES” in the list of links on the left hand side of the screen, and select “Qualifying Contributions.”
3. On this screen, look for “Candidate Login” under “Administration” on the left hand side of the screen.
4. Enter your user name and password that you use for e-filing your campaign finance reports. We sent that to you when you registered. Call us if you don't have it.
5. Once on your administration screen, select the tab for the service or report you want.



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## Information for Your Supporters

Direct your supporters to go to [www.maine.gov/cleanelections](http://www.maine.gov/cleanelections). Tell them to click the “Contribute” button. They will need to:

- enter their name and the street address where they are registered to vote;
- select the candidate(s) they wish to make a qualifying contribution to;
- enter payment information using a credit card or bank debit card (MasterCard and VISA only); and
- sign the affirmation statement electronically (no hand-written signature required).

The online system will automatically list all legislative candidates who are running in the contributor's district.

You can put a link to the online qualifying contribution service on your campaign website or send the link in an e-mail to your supporters and include instructions like the sample below.

Please note that this online service is for qualifying contributions and not seed money contributions.

1. Sample instructions for your supporters:
2. Go to [www.maine.gov/cleanelections](http://www.maine.gov/cleanelections).
3. Click “Contribute” button.
4. Follow the instructions to make a contribution to support my candidacy and to help me qualify for public funding for my campaign.
5. Make sure you enter the address where you are registered to vote. If the website cannot verify you as a registered voter, please contribute. I will be able to get your name verified by the town clerk and your contribution will count.

Thank you



## **2016 ELECTRONIC FILING WAIVER**

All candidates who receive or expect to receive \$1,500 for their campaigns are required to file their campaign finance reports electronically on the Commission's website. Filing electronically has many advantages, such as:

**NO MATH** – You do not need to enter any totals or fill out any summary pages. Just enter the individual receipts and expenditures, and the e-filing system will take care of the rest.

**CONVENIENCE** – All you need is internet access in order to file your reports. There is no need to come to the Commission's office on the filing deadline or worry about mailing the report by the filing deadline.

You may request a waiver of the electronic filing requirement if you lack access to the technology or the technological ability to file reports electronically. If you wish to request a waiver, sign the bottom of this page and submit it to the Ethics Commission. You must do this when you register. The Commission will grant all reasonable requests for exceptions.

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I REQUEST A WAIVER OF THE ELECTRONIC FILING REQUIREMENT BECAUSE I LACK ACCESS TO THE NECESSARY TECHNOLOGY OR THE TECHNOLOGICAL ABILITY TO FILE REPORTS ELECTRONICALLY.

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Date

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Candidate's Signature

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Print Name

# COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

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Mail: 135 State House Station, Augusta, Maine 04333  
Office: 45 Memorial Circle, Augusta, Maine  
Website: [www.maine.gov/ethics](http://www.maine.gov/ethics)  
Phone: 207-287-4179  
Fax: 207-287-6775

## Staff Contact Information

Emma Burke  
*Candidate Registrar*

(207) 287-4727  
[emma.burke@maine.gov](mailto:emma.burke@maine.gov)

House Districts: 1-51  
Senate Districts: 1-12 &  
23-35

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Erin Gordon  
*Candidate Registrar*

(207) 287-3651  
[erin.gordon@maine.gov](mailto:erin.gordon@maine.gov)

House Districts: 52-100  
Senate Districts: 13-22

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Paul Lavin  
*Assistant Director*

(207) 287-3024  
[paul.lavin@maine.gov](mailto:paul.lavin@maine.gov)

House Districts: 126-151

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