

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

MAIL TO: \_\_\_\_\_  
**AGENCY RETURN LABEL/STAMP**  
*State agency or department you are doing business with. (ie., DHHS/Labor/DEP)*

**We require a voided check (not computer generated) or a signed 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.

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

Vendor Code \_\_\_\_\_

Include VC or VS

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

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

**\*Signature must be either printed with wet signature or digital signature with audit trail, such as DocuSign or Adobe Sign.**

Signature of Payee\* \_\_\_\_\_

Date \_\_\_\_\_

(Benefit Recipient) or Authorized Agent (not a fill-in, must sign after printing)

**INCOMPLETE FORMS WILL NOT BE PROCESSED**