



To Whom It May Concern:

Because your organization has received financial support from the Maine Credit Unions Campaign for Ending Hunger, we are asking you to complete the enclosed **Internal Revenue Service (IRS) W-9 form**. This form ensures the information we have on file for your organization is accurate and up-to date and helps us remain compliant with the IRS. Instructions for completing the form are enclosed.

In addition, we kindly request you complete the below **Contact Information Request** form to ensure we are making checks out and addressing them correctly. If your organization is no longer in operation, please let us know by making a note on this letter and returning it to us.

The Maine Credit Unions Campaign for Ending Hunger works in association with Maine credit unions to raise and distribute funds to area food pantries and meal programs throughout the area. 100% of all funds raised go to the cause of ending hunger.

For your convenience you may e-mail the completed forms to [endinghunger@mainecul.org](mailto:endinghunger@mainecul.org) or mail them to us in the enclosed envelope at your earliest convenience. Thank you for your assistance.

Sincerely,

Cindy Creed  
Accounting Systems Administrator  
Maine Credit Union League  
207-773-5671 ext. 272  
800-341-0180  
800-442-6715 in Maine

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**CONTACT INFORMATION REQUEST FORM**

Organization Name \_\_\_\_\_

Check Name (if Different from above name) \_\_\_\_\_

Remit to Address \_\_\_\_\_

Telephone \_\_\_\_\_

Contact Name \_\_\_\_\_

E-mail \_\_\_\_\_