



Commonwealth of Massachusetts

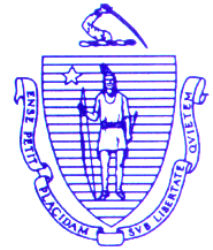
Division of Marine Fisheries

251 Causeway Street, Suite 400

Boston, Massachusetts 02114

(617)626-1520

fax (617)626-1509



David E. Pierce
Acting Director

Name of Business Owner
Name of Business
Address
Address

August 13, 2015

RE: Federal Disaster Aid for Groundfish Shoreside Businesses

Dear <Name of Business Owner>:

The Massachusetts Division of Marine Fisheries (DMF) recently notified you, in a July 20, 2015 mailing, that you were pre-qualified at the higher tier to receive federal disaster assistance related to the disaster declared for the 2013 groundfish fishing year. After a review of all appeals, **you are eligible to receive a payment of \$X.**

Enclosed please find documents to make you a state vendor – a necessary step in receiving your financial assistance. There are four documents enclosed that you will need to fill out (one set per eligible person or legal corporation):

1. A **Standard Contract** form

Complete the contractor information box on the top left of the form. The “Contractor Legal Name” should be either your name or corporation, as appropriate. If it is a corporation please include the name of an appropriate corporation officer as the “Contract Manager”. Leave the “Contractor Vendor Code”, “Vendor Code Address ID” and “Prompt Payment Discount (PPD)” fields blank. Complete the “Authorizing Signature For the Contractor” on the bottom left of the form. All other fields have been filled out for you.

2. **Commonwealth Terms and Conditions**

Fill out according to instructions on form.

3. A **W-9** form

Fill out according to instructions on form.

4. A Commonwealth **Electronic Funds Transfer (EFT)** Authorization form

Fill out according to instructions and please be sure to include a voided check.

Please be sure to sign and date all four documents and mail to DMF in the enclosed return envelope. Once you have become an approved state vendor, DMF will be able to transfer eligible funds to you. It will take approximately 45 days for payments to process.

If you have any further questions please contact Samantha Andrews, DMF Program Coordinator at 617.626.1564 or by email at Samantha.n.andrews@state.ma.us.

Sincerely,

Melanie Griffin
Fishery Policy Analyst

Charles D. Baker
Governor
Karyn E. Polito
Lieutenant Governor
Matthew A. Beaton
Secretary
George N. Peterson, Jr.
Commissioner
Mary-Lee King
Deputy Commissioner