



David E. Pierce
Director

Commonwealth of Massachusetts

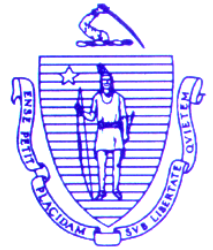
Division of Marine Fisheries

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Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Matthew A. Beaton
Secretary

George N. Peterson, Jr.
Commissioner

Mary-Lee King
Deputy Commissioner

Name on Permit

Address

Address

December 2, 2015

RE: Phase 3 Federal Groundfish Disaster Aid Program

Dear <Name on Permit>:

The Massachusetts Division of Marine Fisheries (DMF) notified you, in an October 9, 2015 mailing, that you were qualified to receive federal disaster assistance related to the disaster declared for the 2013 groundfish fishing year. **After a review of all appeals, F/V <vessel name> (NMFS Permit #<X>) is eligible to receive a payment of \$<X>.** Enclosed you will 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.

Should you have any questions please contact Samantha Andrews, DMF Program Coordinator, by phone at (617) 626-1564 or by email at Samantha.n.andrews@state.ma.us.

Sincerely,

Melanie Griffin
Fishery Policy Analyst