



Paul J. Diodati  
Director

# Commonwealth of Massachusetts

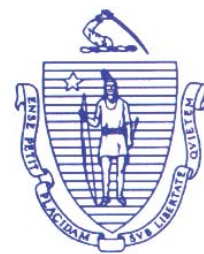
## Division of Marine Fisheries

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February 26, 2015

NAME  
ADDRESS  
ADDRESS

### RE: Phase 2 Federal Groundfish Disaster Aid

The Massachusetts Division of Marine Fisheries (DMF) recently notified you, in a February 6, 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 XXX, NMFS Permit ### is eligible to receive a payment of \$XXX.** 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.

If you have any questions please contact Samantha Andrews, DMF Program Coordinator at 617.626.1564 or by email at [Samantha.n.andrews@state.ma.us](mailto:Samantha.n.andrews@state.ma.us).

Sincerely,

Melanie Griffin  
Fishery Policy Analyst