

# National Guard Hiring Tax Credit Program

## Application Instructions

*After completion of application, please submit to [NatGuardHiringCredit@mass.gov](mailto:NatGuardHiringCredit@mass.gov) and include the indicated documentation that supports the application*

**Section 1. Qualified Employer Business Information** - Please complete the information listed for the business that is requesting the National Guard Hiring Tax Credit.

**Section 2. Qualified Employee Information** - Please complete the information listed for the actively serving member of National Guard that is employed by the business requesting the National Guard Hiring Tax Credit.

### **REQUIRED DOCUMENTATION TO ACCOMPANY THE APPLICATION**

- 1. Corporations Division Certificate of Good Standing:** The business entity applying for tax credits must submit a Certificate of Good Standing from Massachusetts Secretary of Commonwealth's Corporations Division, dated within 90 days of submitting the application. To obtain this Certificate of Good Standing visit - <https://corp.sec.state.ma.us/CorpWeb/Certificates/CertificateOrderForm.aspx>
- 2. MA Department of Revenue Certificate of Good Standing:** The business entity applying for tax credits must submit a Certificate of Good Standing from the Massachusetts Department of Revenue, dated within 90 days of submitting the application. To obtain this Certificate of Good Standing visit - <https://www.mass.gov/how-to/request-a-certificate-of-good-standing-tax-compliance-or-a-corporate-tax-lien-waiver>
- 3. MA Department of Unemployment Assistance Certificate of Compliance:** The business entity applying for tax credits must submit a Certification of Compliance from the Massachusetts Department of Unemployment Assistance, dated within 90 days of submitting the application. To obtain this Certificate of Compliance visit - <http://www.mass.gov/lwd/unemployment-insur/employers/>

- 4. *Memorandum in Good Standing from Massachusetts National Guard Unit:*** The application shall include a Memorandum in Good Standing from the Qualified Employee's Massachusetts National Guard unit stating the individual's status and date of service. Memorandum shall be obtained no later than six (6) months after Qualified Employee begins work. A sample is attached to these instructions.

Process to obtain a Memorandum in Good Standing:

- The Qualified Employee should request a memorandum in good standing from their unit of assignment in the Massachusetts (Army or Air) National Guard.
- The Qualified Employee (actively serving Service Member) will request this memorandum from their Unit Readiness NCO or Unit Administrative NCO.
- The Unit point of contact will verify the status of the Service Member and then provide them a document (example attached) stating that they are a member in good standing with the Massachusetts Army or Air National Guard.

***PLEASE NOTE: The Employee's Memorandum in Good Standing from Massachusetts National Guard must be obtained within six (6) months from the date the employee begins work.***

- 5. *Proof of Employment:*** Submit proof of employment via paystubs, or other acceptable documentation, indicating that employee is currently working and verification of dates of employment.
- 6. *Proof of Enrollment in Higher Education, vocational, or Other Acceptable Educational Program:*** If Qualified Employee is working part-time, between 18 and 35 hours per week, and attending school, submit proof of the status of enrollment, including the dates enrolled, via a transcript or correspondence on school letterhead verifying the status of the student.



**(Change to Unit Letter Head)**  
**DEPARTMENTS OF THE ARMY AND THE AIR FORCE**  
**MASSACHUSETTS NATIONAL GUARD**  
2 Randolph Road; Bldg 1505  
Hanscom AFB, MA 01731

**(Office Symbol)**

**(Date)**

MEMORANDUM FOR RECORD

SUBJECT: Memorandum in Good Standing

1. This memo is to certify that **(Service Members Name and Rank)** is an actively serving member with the **(Unit Name)** and meets all eligibility criteria for Good Standing within the Massachusetts **(Army or Air)** National Guard
2. **(Service Members Name and Rank)** currently serves as the **(Job Title)** with the **(Unit Name)** effective **(Assignment Date to Unit)**.
3. The Point of Contact for their Memorandum is **(Readiness NCO or Unit Admin Name)** and I can be reached at **(Phone Number)** or **(Email)** with any questions or concerns.

**(Digital or Hand Signature)**

**Name**

**Rank, Branch or Position**

**Title**