# Massachusetts Welcome Home Bonus Checklist

Office of the State Treasurer (Welcome Home Bonus)  
One Ashburton Place, Room 1207  
Boston MA 02108  
(617)367-9333 Ext 859  
Veteransbonus@tre.state.ma.us

## Application
- Completed and signed
- Correct Contact information phone and email
- Correct current address (Check will be mailed to this address)
- Include any special mailing instructions if required
- If name is different than when entered the military include name change documentation

## Proof of Residency
- Correct residency year on Certificate of Residency  
  - City/town clerk must write the residency year showing 6 months residency prior to entering or being active (reserve/guard) in the Armed Forces
  - Example: Entered February 2017 – Year on Residency form 2016
- Entered/activated in the months January – June write the prior year  
  - Example: Entered February 2017 – Year on Residency form 2016
- Entered/activated in the months of July – December write the current year  
  - Example: Entered August 2017 – Year on Residency form 2017
- Certificate of Residency signed by city or town clerk with the seal
- If using high school diploma did you enter the military the same year that you graduated
- If using other documentation must show name and Massachusetts address prior to entering the military

## Separated/Retired or Reserve/National Guard Documents
- DD214 member 4 copy showing the character of service (Block 24)
- If locations and dates are not listed on DD214 provide other documentation showing locations and dates

## Active Duty Documents
- Letter signed by Commanding Officer or equivalent (Included with application)
- Documentation showing date entered military (Basic Information Records (BIR), Enlisted Records Brief (ERB), Officer Records Brief (ORB), Single Unit Retrieval Format (SURF))
- Documentation showing location and dates stationed or deployed (Orders/vouchers, evaluations, decorations, awards, BIR, ERB, ORB, SURF, etc.)

Mail the completed application and supporting documentation to the below address:  
(It is recommended to keep a copy of your application package)

Office of the State Treasurer (Welcome Home Bonus)  
One Ashburton Place, Room 1207  
Boston MA 02108  
or

(Proposed) Email: Veteransbonusapply@tre.state.MA.us

If emailing application package a pencil must be used to color the city/town seal on the Certificate of Residency making it visible when scanned. The originals maybe requested for validation and record keeping purposes