

**DEPARTMENT OF MILITARY AFFAIRS**

**UTAH NATIONAL GUARD**

12953 Minuteman Drive  
Draper, Utah 84020-9286

UTAH NATIONAL GUARD STATE INCENTIVE PROGRAMS

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**Summary:** This circular is in effect until June 30, 2024, unless superseded. It provides information and describes procedures for administering the Utah National Guard state incentive programs.

**Applicability:** This circular is applicable to all Utah Army and Air National Guard Soldiers and Airmen.

**Proponent and Exception Authority:** The proponent of this circular is the Joint Force Headquarters – G1 (Manpower & Personnel). The proponent has authority to approve exceptions to this circular that are consistent with controlling laws and regulations.

**Interim Changes:** Interim changes to this circular are not official unless authenticated by the JFHQ-G1. This circular becomes obsolete on the expiration date shown above, unless sooner rescinded, amended, or extended.

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## CHAPTER 1 OVERVIEW

1-1. **GENERAL.** The Utah legislature provided funds for state incentive programs for members of the Utah National Guard in 2023. This circular describes the eligibility criteria and procedures for administering the Utah National Guard state incentive programs effective 1 July 2023 through 30 June 2024 unless rescinded or amended.

### 1-2. REFERENCES.

- a. Senate Bill 2, New Fiscal Year Supplemental Appropriations Act
- b. Utah House Bill 7, National Guard, Veterans Affairs, and Legislature Base Budget
- c. Department of Defense Financial Management Regulation

### 1-3. PURPOSE.

- a. The purpose of the state incentive programs is to:
  - (1) Incentivize recruitment and retention of qualified service members for the Utah National Guard.
  - (2) Incentivize members currently assigned to the Inactive National Guard (ING) or Individual Ready Reserve (IRR) to re-affiliate with the Utah National Guard.
  - (3) Incentivize current Utah National Guard members to extend their enlistment.
  - (4) Improve the qualifications of Utah National Guard members through higher education.
  - (5) Reward eligible Utah National Guard members for their willingness to serve the needs of the State of Utah when ordered by the Governor or the President of the United States, in support of state or federal missions.

### 1-4. RESPONSIBILITIES.

- a. **The Adjutant General.** The Adjutant General is responsible for overall policies, guidance, administration, implementation, and proper utilization of the Utah National Guard incentive programs.
- b. **The Joint Force Headquarters – G1.** The JFHQ-G1 administers the program for the Adjutant General and is the official designee of the Adjutant General for such purposes. Further sub-delegation of authority may be granted to the JFHQ-Education Services Officer (ESO) and the Incentives Manager (IM).
- c. **Recruiting and Retention Battalion to include Battalion Retention NCOs and ANG Retention Office Manager.** The Recruiting and Retention Battalion utilizes the incentives offered by the State of Utah incentive programs to promote recruiting and

retention.

d. **State Incentives and Education Working Group.** The State Incentives and Education Working Group is responsible for formulating policy contained within this circular. The working group members are:

- (1) Joint Force Headquarters – G1
- (2) Joint Force Headquarters – G1 SGM
- (3) Air-Director of Staff
- (4) State Senior Enlisted Leader
- (5) State Military Department
- (6) Army Recruiting and Retention Manager
- (7) Army Senior Retention Manager
- (8) Air-Retention Office Manager
- (9) Education Services Officer
- (10) Incentives Services Division

e. **National Guard Commanders.** Commanders at all levels ensure members of their command are informed of the Utah National Guard state incentive programs. They must ensure members who are receiving state incentives remain eligible.

f. **National Guard Members.** National Guard members (both Army and Air) are responsible to apply for the incentives for which they are eligible according to the policies within this circular.

1-5. **FUNDING.** The funding available for the state incentive programs are limited by the appropriations set by the state legislature. These programs will continue as long as funds are available.

1-6. **STATE FISCAL YEAR.** The state fiscal year begins on 1 July and ends on 30 June. Funding is appropriated and distributed by state fiscal year.

1-7. **SATISFACTORY PARTICIPANT.** A Utah National Guard service member is considered a satisfactory participant if:

a. Is an active drilling member of their unit of assignment or attachment. An active drilling member is defined as attending monthly drills and Annual Training.

b. Have no more than four periods of unsatisfactory participation (UTAs coded AWOL / unexcused absence) within the last 12 months.

c. Is currently deployable per criteria required for their current duty position. If not deployable, must be making diligent and measurable progress toward becoming deployable.

d. Is not under Suspension of Favorable Personnel Action (SFPA) / Unfavorable Information File (UIF): IAW references Army Regulation 600-8-2, Air Force Instruction 36-2907, and DoD Instruction 1332.45, as applicable. Service members are ineligible for state school tuition and fee payment program if flagged for any reason resulting in the ineligibility to reenlist and/or deploy/mobilize.

e. Soldiers have a current and passing Army Combat Fitness Test (ACFT) score with an effective date within 12 months and Army Body Composition Program (ABCP) is compliant within Army standards with an effective date within eight months of contract signature date for incentive. Airman have passed the last recorded Fitness Assessment (FA) and is compliant within Air Force standards with an effective date within 12 months of contract signature date for incentive.

f. For tuition reimbursement, service members must receive a grade of **C** or higher for undergraduate courses or a grade of **B** or higher for graduate courses.

#### 1-8. **RECOUPMENT.**

a. Funds paid under the Utah National Guard state incentive programs will be recouped from those individuals who fail to complete a term of enlistment or reenlistment in the Utah National Guard.

b. Further details regarding recoupment procedures are explained within the chapter applicable to each program.

1-9. **EXCEPTIONS TO POLICY.** When extenuating circumstances exist, a request for exception to policy (ETP) may be initiated. For detailed instruction on how to submit an ETP contact the G1 Education or Incentives Division. ETPs for State of Utah School Tuition Assistance and Fee Payment Program will only be considered for the current or preceding term within the state fiscal year.

## CHAPTER 2 STATE OF UTAH SCHOOLS TUITION ASSISTANCE

2-1. **GENERAL.** The State of Utah sponsors the state school tuition and fee payment program. The state legislature appropriates funding for the program annually. If, in the future, the legislature does not fund the program, or if funds are depleted, neither the State of Utah nor the Utah National Guard are obligated to continue the program.

2-2. **ELIGIBILITY.** The program is available to current active members of the Utah National Guard who are:

a. Serving satisfactorily per paragraph 1-7.

b. Army Enlisted Soldiers, Army Officers, Airmen, and Air Guard Officers. All service members eligible for Federal Tuition Assistance (FTA) and must use all available FTA funds prior to utilizing state school tuition and fee payment program. State school tuition and fee payment program may be requested for any remaining amount of tuition after FTA is applied, not to exceed the actual cost of tuition. Once the service member's FTA annual cap has been met, the state school tuition and fee payment program may be used. In certain circumstances, service members who are not eligible for FTA may be eligible to use the state school tuition and fee payment program without first applying for FTA.

2-3. **RATE OF PAYMENT for the State School Tuition and Fee Payment Program.** The Utah National Guard will make payments directly to the schools for tuition, fees and books charged for eligible coursework at accredited state post-secondary institutions. Tuition reimbursement will not exceed 100 percent of the resident semester hour rate of up to \$250.00 per semester hour (SH) or \$167.00 per quarter hour (QH), not to exceed the institution's residential tuition rate.

2-4. **AUTHORIZED USES.** The state school tuition and fee payment program will not pay for a degree equivalent to or lower than the level of degree the service member was previously awarded through state school tuition and fee payment program. Air National Guard members that hold a Community College of the Air Force (CCAF) are eligible to receive reimbursement for an additional Associate Degree from a state school. A certificate can be taken at any time regardless of current degree level. The state school tuition and fee payment program may be used to fund one degree at each level for each service member that applies:

- a. License / Certificate from a state technical school
- b. Certificate (undergraduate or post-baccalaureate/graduate certificate)
- c. Associate Degree
- d. Baccalaureate Degree
- e. Master's Degree
- f. Professional or Doctorate Degree

g. Fees

## 2-5. **QUALIFYING STATE SCHOOLS.**

- a. Bridgerland Technical College
- b. Davis Technical College
- c. Dixie Technical College
- d. Mountainland Technical College
- e. Ogden-Weber Technical College
- f. Salt Lake Community College (SLCC)
- g. SLCC Technical College
- h. Snow College
- i. Southern Utah University
- j. Southwest Tech
- k. Tooele Technical College
- l. Uintah Basin Technical College
- m. University of Utah
- n. Utah State University
- o. Utah Tech University
- p. Utah Valley University
- q. Weber State University

## 2-6. **COURSE REQUIREMENTS.**

a. Payment is authorized for:

- (1) Course(s) taken at one of the state schools listed above.
- (2) Course(s) that are required within the degree plan.
- (3) If undergraduate course(s) are completed with a grade of **C-** or lower, or graduate course(s) are completed with a grade of **B-** or lower, recoupment will occur.

b. Payment is not authorized for:

(1) Course(s) that are not required for the program.

(2) Exam prep course(s) or exams (i.e., GRE, GMAT, LSAT, EMT).

(3) Course(s) that earn continuing education units (CEUs) that are required to maintain professional licensure (these courses may be paid through other funding sources). Payment may be authorized for some certificate program courses that earn CEUs if they are academic in nature, not required to obtain or maintain professional licensure, and are conducted by an accredited institution. The education services officer is the approval authority for certificate courses that earn CEUs.

(4) If a course is not completed or not dropped within the school's official drop window, costs will be recouped from the Service Member.

c. If a student receives a tuition waiver (no tuition paid by the student or the fee statement indicates no tuition charges), payment for tuition is not authorized. Books and fees may be eligible for payment.

## 2-7. GUIDELINES.

a. Tuition, fees, and books are paid once the school invoices the state.

b. Service members must update the statement of understanding (SOU) each school year.

c. Service members must ensure that their schools submit an invoice for payment to the Utah National Guard no later than 90 days from the last official day of the course/term.

d. The school's invoice will determine the amount of payment. Invoices must list certain other benefits paid directly to the school, including:

(1) Federal Tuition Assistance (FTA)

(2) Invoices must list all Chapter 33/Post 9-11 GI Bill or any other federal GI Bill chapter paid directly to the school. The combination of GI Bill benefit and state school tuition and fee payment program may not exceed 100 percent of tuition costs.

(3) ROTC tuition scholarship. Do not report room and board scholarships or stipends.

## 2-8. APPLICATION PROCEDURES.

a. Service member's Responsibilities:

(1) Annually update the SOU.

(2) Service member must verify the school submits an invoice to the state **no later**



**than 90 days** from the last official day of the course/term. See paragraph 2-6 for information on incomplete coursework or late requests.

(3) Forms required for payment:

(a) State school tuition and fee payment program application.

(b) Grade report submitted within 90 days of course completion.

(c) Invoice which clearly shows the amount of tuition, fees and book charges provided by the institution.

b. Education Services Office Responsibilities:

(1) Ensures the service member has a current signed SOU on file.

(2) Processes applications.

(a) Verifies all information is correct. This may require contacting the student's school.

(b) Calculates the actual amount to obligate.

(3) Denies incomplete or late payment requests, or requests for those service members not in compliance with paragraph 1-7.

## **2-9. STATE TUITION AND FEE PAYMENT PROGRAM RECOUPMENT CRITERIA FOR COURSEWORK.**

a. If the student has an incomplete course, the service member will be required to pay back the State of Utah.

b. If the student has failed course work, the service member will be required to pay back the State of Utah prior to utilizing the state tuition and fee payment program again.

### **CHAPTER 3 STATE REENLISTMENT BONUS**

3-1. **GENERAL.** The State of Utah authorizes a \$10,000 state reenlistment bonus for applicants reenlisting in the Utah National Guard.

3-2. **ELIGIBILITY.** The state reenlistment bonus is authorized for all enlisted personnel that have an ETS date between 1 July 2023 and 30 June 2024. Service members must have no less than six (6) years and no more than 10 years and zero days of service creditable for retirement on signature date of the bonus contract. Individual Ready Reserve (IRR) and Inactive National Guard (ING) time is not considered creditable time for retirement for this purpose. The unit representative issuing the bonus shall verify eligibility prior to contracting for this incentive. Additionally, service members must meet the following requirements:

a. Be an active member of the UTNG and meet satisfactory participation eligibility criteria per paragraph 1-7.

b. Agree to a minimum reenlistment of four years. Agree to reenlist for a \$10,000 lump sum for four-, five-, or six-years reenlistment.

c. Permanent full-time AGR and Full-Time National Guard (FTNG) Counter Drug members of the Utah National Guard are NOT eligible for the state reenlistment bonus.

d. Service members are not authorized to receive the state reenlistment bonus in conjunction with state school tuition and fee payment program.

#### **3-3. PAYMENT PROCEDURES.**

a. The state shall process a one-time lump sum payment directly to the service member upon new contract start date, provided the service member meets all eligibility criteria at time of payment.

b. Service members must be a satisfactory participant IAW paragraph 1-7 to receive payment.

c. Unit shall provide the state reenlistment bonus manager all supporting documents for reenlistment and bonus eligibility.

d. Service members may receive payment on existing federal bonuses and/or may contract for new federal bonuses concurrent with the state reenlistment bonus.

3-4. **TAXES.** Taxes are withheld from bonus payment. Service members will receive a separate W-2 for tax filing.

#### **3-5. BONUS TERMINATION.**

a. State shall terminate reenlistment bonus contracts with recoupment if the service member:

(1) Becomes an unsatisfactory participant by any of the following:

(a) Receives four UTAs/periods of unexcused absence within a 12-month period. Termination with recoupment is effective the date of the first unexcused absence.

(b) Becomes willingly non-deployable per the criteria required for their current duty position. Termination with recoupment is effective the date the service member is considered non-deployable. Service members who complete a medical board process and found fit for retention but unauthorized to deploy are exempt from termination.

(c) Is under SFPA (Army) or UIF (Air) IAW applicable regulation and policy. Termination with recoupment is effective the date of suspension of favorable actions.

(d) Has two consecutive ACFT/ABCP/FA, as applicable, failures within this contract term. The effective date of termination is the date of the second "For Record" ACFT/ABCP/FA failure.

(2) Fails to extend enlistment for time served in the ING within 30 days after return to unit. Termination with recoupment is effective the date of transfer to the ING.

(3) Enter a period of non-availability in the ING. Maximum periods of ING non-availability are:

(a) Up to one year for personal reasons.

(b) Three years for completing religious missionary programs.

(4) Separates from the Utah National Guard for any reason other than those described here shall be processed on a case-by-case basis at the state level.

(5) Interstate transfers (IST) to another state National Guard. Termination with recoupment is effective on date of transfer.

(6) Is discharged from the UTNG due to a service-connected injury/illness. Termination without recoupment is effective the date of discharge.

### 3-6. **RESPONSIBILITIES.**

a. Unit readiness noncommissioned officers will submit all required application documents to the state reenlistment bonus manager via the HUB no later than 30 days after signature date of the signed addendum.

b. Unit will notify the state reenlistment bonus manager immediately upon a service member becoming an unsatisfactory participant per paragraph 1-7. Unit will provide supporting documents and date the service member became an unsatisfactory participant.

c. The State Military Department retains decision authority regarding all eligibility and termination issues not covered under applicable law and/or policy on a case-by-case basis. The G1 provides assistance as needed.

**3-7. APPLICATION PROCEDURES.** Service Members must submit the following completed documents to their respective readiness noncommissioned officers.

- a. Reenlistment Addendum (Annex B-1)
- b. W-4 (Annex B-2)
- c. State On-Boarding Form (Annex B-3)
- d. DD Form 4/DA Form 4836/AF Form 418

**The proponent of the Utah National Guard Circular is the Joint Force Headquarters – G1. Users are invited to send comments, suggested improvements and changes on DA Form 2028 (Recommended Changes to Publications and Blank Forms).**

FOR THE ADJUTANT GENERAL:

TURLEY.MICHAEL  
.JAMES.11584211  
58  
MICHAEL J. TURLEY  
Major General, The Adjutant General  
Commanding

Digitally signed by  
TURLEY.MICHAEL.JAMES.1158  
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DISTRIBUTION:  
A (Army)  
F (Air)

STATEMENT OF UNDERSTANDING (SOU)  
STATE OF UTAH SCHOOLS  
UTAH NATIONAL GUARD (ARMY and AIR)  
**STATE TUITION ASSISTANCE PROGRAM**

**A. GUIDELINES.**

**1. AUTHORITY.** Utah National Guard Circular 23-01

**2. PRIVACY ACT INFORMATION.** State tuition and fee payment program forms may include information protected under the Privacy Act of 1974. In order to review and approve state tuition and fee payment program requests, I authorize state tuition and fee payment program administrators to forward applicable state tuition and fee payment program applications and associated forms to my non-military email address.

**3. STATE PUBLIC COLLEGES AND UNIVERSITIES.** State schools include: Bridgerland Technical College, Davis Technical College, Dixie Tech, Mountainland Technical College, Ogden-Weber Technical College, Salt Lake Community College, Salt Lake Community Technical College, Snow College, Southern Utah University, Southwest Tech, Tooele Technical College, Uintah Basin Tech, University of Utah, Utah State University, Utah Tech University, Utah Valley University, and Weber State University

**4. AUTHORIZED RATES.**

a. \_\_\_\_\_ The State of Utah, through the Utah National Guard, may pay up to 100% of my tuition, fees and/or books. Fiscal Year funding limit of \$20,000 state tuition and fee payment program for approved courses required by the program.

b. \_\_\_\_\_ State tuition and fee payment program is authorized on a course-by-course basis and no changes will be made in the courses or dollar amount for which state tuition and fee payment program is approved without approval of the Utah National Guard State Military Department. Changes to previously approved state tuition and fee payment program must be made within 30 days of class start date.

c. \_\_\_\_\_ The use of state tuition and fee payment program funding is for a course (or courses) required for the completion of my degree or certificate plan. I am required to submit proof or validation of my degree plan or certificate program, along with my grades, no later than 45 days following the completion of my approved course(s). Degree plan and grade certification will be submitted on page 2 of the approved state tuition and fee payment program application.

d. \_\_\_\_\_ State tuition and fee payment program will not be approved to fund a course more than once unless the service member has repaid the funds for the previously taken class.

## 5. ELIGIBILITY.

- a. \_\_\_\_\_ I am a traditional Utah National Guard service member in good standing (satisfactory participant) in my Utah National Guard unit.
- b. \_\_\_\_\_ I applied for, maximized, or was ineligible for funding through the State Tuition Waiver (STW) and/or Federal Tuition Assistance (FTA) programs and:
- (1) \_\_\_\_\_ I am in pursuit of a professional certificate, and/or
- (2) \_\_\_\_\_ I am in pursuit of my first degree at the Associate, Bachelor, and/or Graduate level, or
- (3) \_\_\_\_\_ I am in pursuit of an additional degree at the Associate, Bachelor, and/or Graduate level and no funding for my previous degree at this same level was provided by the state tuition and fee payment program.

**6. REMAINING TIME IN SERVICE REQUIREMENT.** I understand that by receiving Utah National Guard state tuition and fee payment program, I must meet the applicable remaining time in service requirement for my program from the list below. Failure to complete this requirement will result in recoupment of all or a portion of my state tuition and fee payment program.

- a. \_\_\_\_\_ For Undergraduate programs, my separation date from the Utah National Guard must be a minimum of one year past the course end date.
- b. \_\_\_\_\_ For Graduate programs, my separation date from the Utah National Guard must be a minimum of two years past the course end date.
- c. \_\_\_\_\_ For Doctoral or Aviation programs, my separation date from the Utah National Guard must be a minimum of three years past the course end date.

## 7. GRADES.

- a. \_\_\_\_\_ I must maintain a cumulative Grade Point Average (GPA) of 2.0 or higher for an undergraduate and 3.0 or higher for a graduate degree. I will not be eligible for any further state tuition and fee payment program funding if I fall below this standard, until I provide clear evidence of realignment with the standard.
- b. \_\_\_\_\_ I will provide the State Military Department with proof of successful completion of approved courses within 90 days of completion of the class for which I receive state tuition and fee payment program. Grade certification will be submitted on page 2 of the approved state tuition and fee payment program application. Failure to do so will result in suspension of further state tuition and fee payment program funding until the service member satisfactorily complies with all state tuition and fee payment program requirements.

## **8. CLASS/COURSE SUBMISSION AND CHANGES.**

a. \_\_\_\_\_ I may submit my state tuition and fee payment program request up to 90 days, but not less than 15 business days before start date of course/semester.

b. \_\_\_\_\_ I understand that I am responsible to provide a copy of my approved state tuition and fee payment program form to my school accounting office within 30 days of state tuition and fee payment program approval. Failure to do so may result in interruption or denial of state tuition and fee payment program invoicing and/or payment to the school.

## **9. DUPLICATION OF BENEFITS.**

a. State tuition and fee payment program is authorized in combination with all chapters of the GI Bill. GI Bill programs that pay toward tuition and/or fees are structured as last-pay; state tuition and fee payment program can be applied up to the maximum authorized rates listed above, and the school will process the remaining costs subject to compliance with the current Veterans Affairs School certifying Official Handbook.

b. State tuition and fee payment program funds may be used in conjunction with FTA toward the same class but cannot exceed 100 percent of the course cost.

c. No funding supplied by the state tuition and fee payment program can be refunded to the student; any overages resulting from previously accepted/applied tuition-only programs should be reduced from the amount requested from state tuition and fee payment program.

d. Any applicable requirements for additional funding or use of funds in conjunction with other monetary sources will follow guidelines set by existing policy.

**10. RECOUPMENT OF FUNDING.** Applicants are responsible for notifying the Education Office if there are any changes in approved coursework such as class changes, drops or withdrawals.

a. If a student withdraws from a class after the school's designated "withdrawal period," the school may still invoice for that class. Unless the student provides clear, incontestable evidence that the course was dropped due to unforeseen circumstances, the student will be required to repay the entire charge for that course to the State of Utah, under the state tuition and fee payment program policy guidelines. Examples may include extreme illness or mobilization with less than 30 days' notice.

b. Students who receive a letter grade of E, F, I, U, or W will be recouped.

c. All recoupments will be initiated prior to future state tuition and fee payment program application approval.

**11. PERIOD OF AGREEMENT.** This SOU will remain in effect for the entire state fiscal year in which it is signed. A new SOU must be signed each fiscal year the service member receives state tuition and fee payment program.

**B. MEMBER ACKNOWLEDGEMENT AND AGREEMENT.**

I agree to all the above conditions.

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Name (Last, First, MI)	Rank/Grade	Unit	Date
------------------------	------------	------	------

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Signature

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Address (Street, City, State, Zip)

---

Phone

---

Personal Email Address

---

**C. COMMANDER APPROVAL \*\*\*REQUIRED FOR AIR GUARD ONLY\*\*\***

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Commander/Authorized Designee Name

---

Commander/Authorized



For additional information, hover over each field for detailed guidance

Control Number:

**UTAH NATIONAL GUARD STATE TUITION ASSISTANCE**

**SECTION ONE: APPLICANT INFORMATION**

Member Name: Last	First	M.I.	Separation Date	Rank	Component	Today's Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Military Email Address	Civilian Email Address	Phone Number	Using Post-9/11 Benefits?	Duty Status		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

**SECTION TWO: EDUCATIONAL INSTITUTION / CERTIFYING SCHOOL OFFICIAL CONTACT**

Name of School / Institution	Address	City	State	Zip Code	Phone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Student ID	Area of Study / Program	Degree Type	GPA	Remaining Credit Hrs.	Class Start Date	Class End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Member's Typed Initials Signifying Review and Certification*

**AGREEMENT SIGNIFIED BY MEMBER INITIALS:** I have reviewed and completed this application in accordance with the Utah State Tuition Assistance Policy. Submitting this application to the STA Officer implies that I have read and agree to the Statement of Understanding. The information I have provided is true and correct.

**SECTION THREE: COURSE AND TUITION INFORMATION**

Course Number	Course Title / Fee Description / Book Name	Credit Hours	Cost per Credit Hour or Total Certificate Cost	Book/Fees	Class Cost	Paid By State Office Use Only	Paid By Member Office Use Only
1							
2							
3							
4							
5							
6							
7							
8							
<b>TOTALS:</b>							

PAGE 1

Email completed application to: FOR AIR GUARD: 151.ARW.STA.org@us.af.mil FOR ARMY GUARD: ng.ut.utarng.mbx.education-office@army.mil

**SECTION FOUR: STATE TUITION ASSISTANCE ADMINISTRATION ACKNOWLEDGMENT & APPROVAL (STA OFFICE USE ONLY)**

Name of STA Verifying Official	Verifying Official Signature	Contact Phone Number	Date	STA Account Data
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Remaining STA Amount: <input type="text"/>
Name of STA Payment Authorization Official	Payment Authorization Signature	Contact Phone Number	Date	For STA Change Requests
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Previous STA Number: <input type="text"/>
				Date Change Received: <input type="text"/>

Administrator Notes:

**SECTION FIVE: INSTITUTION ENDORSEMENT AND VALIDATION (To be completed upon course completion)**

**Member Name**

**Class Start Date**

**Class End Date**

Service Members will ensure this section is accomplished AFTER the approved courses/classes have been completed. Service Members utilizing State Tuition Assistance must show validation that the courses approved in this STA form align with a degree plan or certificate program and have been completed successfully. **The final, completed, Utah National Guard State Tuition Assistance form, with Institution Endorsement, must be submitted to an STA Administrator no less than 30 days after course completion.** The instructions below outline the process to complete this section.

- 1) Within **45 days** of course completion, provide a printed copy of the approved STA form to an authorized School Certifying Official (SCO). This may be an academic advisor / counselor, Veteran’s Administration liaison, school bursar or financial counselor.
- 3) The School Certifying Official (SCO) will verify the information below (Degree Plan and Course Grade).
  - a) The SCO will annotate whether the class was part of a degree plan with a “Yes” or a “No” in the field adjacent to the specific class.
  - b) The SCO will annotate the course grade in the field adjacent to the specific class.
- 4) The School Certifying Official sign the form attesting to the course requirement and grade.
- 5) The Service Member will scan this page (Page 2) and return it to the State Tuition Assistance managers within **45 days** of class/course completion.

Educational Institution	School Certifying Official (SCO) Name	SCO Phone Number	SCO Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Course Number	Course Title / Description	Class Part of Degree Plan (Yes/No)	Course Grade (A-F, I, W, etc.)	School Certifying Official Notes	STA OFFICE USE ONLY
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*I certify that the completed courses and/or classes meet the coursework stipulated in the student’s academic goal and/or degree plan on file. Furthermore, I certify that the grades listed above are accurate.*

**School Certifying Official Signature**

**Date**

**SECTION SIX: INVOICE / BILLING INSTRUCTIONS**

Educational Institutions please send a copy of this form and an invoice to:

**Utah National Guard, Attention: SMD**  
**12953 South Minuteman Drive**  
**Draper, Utah 84020-9286**

Email: [smd@utah.gov](mailto:smd@utah.gov)

Educational Institutions can contact the Education Service Office at:

Billing / Invoice Inquiries: **801-432-4442**  
 STA Program Inquiries: **801-432-4354**

**STATE REENLISTMENT BONUS ADDENDUM**

UTAH NATIONAL GUARD  
**2023-2024**

-----DATA REQUIRED BY THE PRIVACY ACT OF 1974-----

**AUTHORITY:** Utah National Guard Circular 23-01

**PRINCIPLE PURPOSE:** To explain obligation and participation requirements for the state reenlistment bonus program and to ensure that your agreement to these conditions is a matter of record.

**ROUTINE USES:** To outline and confirm eligibility requirements for the state reenlistment bonus program participation. This may be used as a basis for suspension, termination, and recoument if requirements are not met.

**DISCLOSURE:** Disclosure of your SSN is voluntary; however, if not provided, you will not be eligible for the state reenlistment bonus program.

**DISCLAIMER:** The funding available for the State reenlistment bonus programs is limited by appropriation set by the state legislature.

This contract is valid for payment provided funds are available in each fiscal year of eligibility. All members are responsible to read and understand the correlating circular chapter that covers this incentive and applicable Utah statute.

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I-1. **GENERAL:** The unit, reenlisting official, will explain all procedures and entitlements of the state reenlistment bonus program to the service member upon reenlisting. The unit will pre-qualify service members to preliminarily determine qualification for reenlistment bonus. If they initially qualified, the unit is responsible to offer the bonus to eligible service members and assist them in completing this bonus addendum. All supporting documentation (DD Form 4/DA Form 4836/AF Form 418) must be attached to this form (Annex I-1) and uploaded to the state incentives database within 30 days of the contract signature date. A copy of all documents should be provided to the service member at the time of contracting.

I-2. **ELIGIBILITY:** Upon my reenlistment in the Utah Army National Guard/Utah Air National Guard, I am eligible for a reenlistment bonus under the state bonus program if I meet the following criteria:

a. \_\_\_\_\_(initial) Meet Utah National Guard reenlistment eligibility criteria.

b. \_\_\_\_\_(initial) I am a satisfactory participant as defined in paragraph 1-7 of Utah National Guard Circular 23-01 on the date of my reenlistment.

c. \_\_\_\_\_(initial) I am currently not employed full-time as an AGR or Title 32 technician (permanent or indefinite status).

d. \_\_\_\_\_(initial) My current expiration term of service is between 1 July 2023 and 30 June 2024.

e. \_\_\_\_\_(initial) I will have completed **no less than six (6) years and no more than 10 years and zero days of service creditable for retirement** at the current expiration term of service (ETS) date. I understand that Individual Ready Reserve (IRR) and Inactive National Guard (ING) time is not considered a creditable service for retirement for this purpose.

f. \_\_\_\_\_(initial) I agree to reenlist for **four (or more) years.**

**I-3. BONUS AMOUNT AND PAYMENTS:** Incentives amount, and payments will be as follows:

a. \_\_\_\_\_(initial) I will receive a lump sum bonus of \$10,000 for four-year (or more) reenlistment.

b. \_\_\_\_\_(initial) I understand I will not receive a payment if I do not meet the eligibility criteria in paragraph I-2 of this document at the time my reenlistment takes effect. The state reenlistment bonus manager will verify all supporting documents prior to processing payment.

c. \_\_\_\_\_(initial) State shall issue payments by check. If my address is not on file, I will email a current State On-Boarding Form, which includes the W-4 form, to SMD@UTAH.GOV.

**I-4. BONUS TERMINATION:** I understand my bonus will be terminated with recoupment under the following conditions:

a. \_\_\_\_\_(initial) Receive four UTAs/periods of unexcused absences within a 12-month period. Termination with recoupment is effective the date of the first unexcused absence.

b. \_\_\_\_\_(initial) Become willingly non-deployable per the criteria required for their current duty position. Termination with recoupment is effective the date the service member is considered non-deployable. Service members who complete a medical board process and found fit for retention but unauthorized to deploy are exempt from termination.

c. \_\_\_\_\_(initial) Is under Suspension of Favorable Personnel Action (SFPA) (Army) or Unfavorable Information File (UIF) (Air) IAW applicable regulation and policy. Termination with recoupment is effective the date of suspension of favorable actions.

d. \_\_\_\_\_(initial) Has two consecutive ACFT/ABCP/FA failures within this contract term. The effective date of termination is the date of my second

“For Record” ACFT/ABCP/FA failure.

e. \_\_\_\_\_(initial) Fails to extend enlistment for time served in the ING within 30 days after return to unit. Termination with recoupment is effective the date of transfer to the ING.

f. \_\_\_\_\_(initial) Enter a period of non-availability in the ING. Maximum periods of ING non-availability are:

(1) One year for personal reasons.

(2) Three years for missionary obligations.

g. \_\_\_\_\_(initial) Separates from the Utah National Guard for any reason other than those described here shall be processed on a case-by-case basis at the state level.

h. \_\_\_\_\_(initial) Interstate transfers (IST) to another state National Guard. Termination with recoupment is effective on date of transfer.

i. \_\_\_\_\_(initial) Is under SFPA (Army) or UIF (Air) IAW applicable regulation and policy. Termination with recoupment is effective the date of suspension of favorable actions.

I-5. **STATEMENT OF UNDERSTANDING:** I have read this addendum and understand the requirements of my reenlistment bonus. I understand this addendum will be void if I do not meet all the requirements, and that **failing to meet all the requirements for the duration of my contract will result in the termination with recoupment of my bonus.** No other promises have been made to me in connection with this reenlistment bonus addendum.

\_\_\_\_\_  
SIGNATURE OF SERVICE MEMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PREFERRED EMAIL ADDRESS

\_\_\_\_\_  
TYPED OR PRINTED NAME OF SERVICE MEMBER

\_\_\_\_\_  
SSN

\_\_\_\_\_  
TYPED OR PRINTED ADDRESS OF SERVICE MEMBER

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**UNIT ADMINISTRATOR USE ONLY:**

\_\_\_\_\_ Service member provided a current: Reenlistment Addendum (Annex B-1), W-4, State On-Boarding Form, and DD Form 4836 to the unit readiness noncommissioned officer.

\_\_\_\_\_ Unit submitted the completed packet (Reenlistment Addendum (Annex B-1), W-4, State On-Boarding Form, and DD Form 4836) to the state reenlistment bonus manager via the HUB.

\_\_\_\_\_ Unit ensured the service member receives a copy of completed packet.

**VERIFICATION BY SERVICE REPRESENTATIVE:**

UNIT REPRESENTATIVE PRINTED NAME/RANK \_\_\_\_\_

UNIT REPRESENTATIVE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ UNIT NAME / UNIT ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

### Employee's Withholding Certificate

**Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.  
Give Form W-4 to your employer.  
Your withholding is subject to review by the IRS.**

**2023**

<b>Step 1: Enter Personal Information</b>	(a) First name and middle initial	Last name	(b) Social security number
	Address		<b>Does your name match the name on your social security card?</b> If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

**Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

**Step 2:  
Multiple Jobs  
or Spouse  
Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Reserved for future use.

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate . . . . .

**TIP:** If you have self-employment income, see page 2.

**Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

<b>Step 3: Claim Dependent and Other Credits</b>	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000 \$ _____		
	Multiply the number of other dependents by \$500 . . . . . \$ _____		
	Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here . . . . .	<b>3</b>	\$ _____
<b>Step 4 (optional): Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .	<b>4(a)</b>	\$ _____
	(b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .	<b>4(b)</b>	\$ _____
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each <b>pay period</b> . . . . .	<b>4(c)</b>	\$ _____

**Step 5:  
Sign  
Here**

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

\_\_\_\_\_  
**Employee's signature** (This form is not valid unless you sign it.)

\_\_\_\_\_  
**Date**

<b>Employers Only</b>	Employer's name and address	First date of employment	Employer identification number (EIN)

## General Instructions

Section references are to the Internal Revenue Code.

### Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

### Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

**Exemption from withholding.** You may claim exemption from withholding for 2023 if you meet both of the following conditions: you had no federal income tax liability in 2022 **and** you expect to have no federal income tax liability in 2023. You had no federal income tax liability in 2022 if (1) your total tax on line 24 on your 2022 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2023 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2024.

**Your privacy.** If you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c).

**Self-employment.** Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay income and self-employment taxes through withholding from your wages, you should enter the self-employment income on Step 4(a). Then compute your self-employment tax, divide that tax by the number of pay periods remaining in the year, and include that resulting amount per pay period on Step 4(c). You can also add half of the annual amount of self-employment tax to Step 4(b) as a deduction. To calculate self-employment tax, you generally multiply the self-employment income by 14.13% (this rate is a quick way to figure your self-employment tax and equals the sum of the 12.4% social security tax and the 2.9% Medicare tax multiplied by 0.9235). See Pub. 505 for more information, especially if the sum of self-employment income multiplied by 0.9235 and wages exceeds \$160,200 for a given individual.

**Nonresident alien.** If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

## Specific Instructions

**Step 1(c).** Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

**Step 2.** Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

If you (and your spouse) have a total of only two jobs, you may check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



**Multiple jobs.** Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

**Step 3.** This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

### Step 4 (optional).

**Step 4(a).** Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

**Step 4(b).** Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2023 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

**Step 4(c).** Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.



Step 2(b) – Multiple Jobs Worksheet (Keep for your records.)



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job. To be accurate, submit a new Form W-4 for all other jobs if you have not updated your withholding since 2019.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables.

- 1 Two jobs. If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3
2 Three jobs. If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a
b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b
c Add the amounts from lines 2a and 2b and enter the result on line 2c
3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.
4 Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld)

Step 4(b) – Deductions Worksheet (Keep for your records.)



- 1 Enter an estimate of your 2023 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income
2 Enter: { \$27,700 if you're married filing jointly or a qualifying surviving spouse; \$20,800 if you're head of household; \$13,850 if you're single or married filing separately }
3 If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-"
4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information
5 Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

**Married Filing Jointly or Qualifying Surviving Spouse**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$0	\$850	\$850	\$1,000	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,870
\$10,000 - 19,999	0	930	1,850	2,000	2,200	2,220	2,220	2,220	2,220	2,220	3,200	4,070
\$20,000 - 29,999	850	1,850	2,920	3,120	3,320	3,340	3,340	3,340	3,340	4,320	5,320	6,190
\$30,000 - 39,999	850	2,000	3,120	3,320	3,520	3,540	3,540	3,540	4,520	5,520	6,520	7,390
\$40,000 - 49,999	1,000	2,200	3,320	3,520	3,720	3,740	3,740	4,720	5,720	6,720	7,720	8,590
\$50,000 - 59,999	1,020	2,220	3,340	3,540	3,740	3,760	4,750	5,750	6,750	7,750	8,750	9,610
\$60,000 - 69,999	1,020	2,220	3,340	3,540	3,740	4,750	5,750	6,750	7,750	8,750	9,750	10,610
\$70,000 - 79,999	1,020	2,220	3,340	3,540	4,720	5,750	6,750	7,750	8,750	9,750	10,750	11,610
\$80,000 - 99,999	1,020	2,220	4,170	5,370	6,570	7,600	8,600	9,600	10,600	11,600	12,600	13,460
\$100,000 - 149,999	1,870	4,070	6,190	7,390	8,590	9,610	10,610	11,660	12,860	14,060	15,260	16,330
\$150,000 - 239,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,580	16,780	17,850
\$240,000 - 259,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,580	16,780	17,850
\$260,000 - 279,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,580	16,780	18,140
\$280,000 - 299,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,180	14,380	15,870	17,870	19,740
\$300,000 - 319,999	2,040	4,440	6,760	8,160	9,560	10,780	11,980	13,470	15,470	17,470	19,470	21,340
\$320,000 - 364,999	2,040	4,440	6,760	8,550	10,750	12,770	14,770	16,770	18,770	20,770	22,770	24,640
\$365,000 - 524,999	2,970	6,470	9,890	12,390	14,890	17,220	19,520	21,820	24,120	26,420	28,720	30,880
\$525,000 and over	3,140	6,840	10,460	13,160	15,860	18,390	20,890	23,390	25,890	28,390	30,890	33,250

**Single or Married Filing Separately**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$310	\$890	\$1,020	\$1,020	\$1,020	\$1,860	\$1,870	\$1,870	\$1,870	\$1,870	\$2,030	\$2,040
\$10,000 - 19,999	890	1,630	1,750	1,750	2,600	3,600	3,600	3,600	3,600	3,760	3,960	3,970
\$20,000 - 29,999	1,020	1,750	1,880	2,720	3,720	4,720	4,730	4,730	4,890	5,090	5,290	5,300
\$30,000 - 39,999	1,020	1,750	2,720	3,720	4,720	5,720	5,730	5,890	6,090	6,290	6,490	6,500
\$40,000 - 59,999	1,710	3,450	4,570	5,570	6,570	7,700	7,910	8,110	8,310	8,510	8,710	8,720
\$60,000 - 79,999	1,870	3,600	4,730	5,860	7,060	8,260	8,460	8,660	8,860	9,060	9,260	9,280
\$80,000 - 99,999	1,870	3,730	5,060	6,260	7,460	8,660	8,860	9,060	9,260	9,460	10,430	11,240
\$100,000 - 124,999	2,040	3,970	5,300	6,500	7,700	8,900	9,110	9,610	10,610	11,610	12,610	13,430
\$125,000 - 149,999	2,040	3,970	5,300	6,500	7,700	9,610	10,610	11,610	12,610	13,610	14,900	16,020
\$150,000 - 174,999	2,040	3,970	5,610	7,610	9,610	11,610	12,610	13,750	15,050	16,350	17,650	18,770
\$175,000 - 199,999	2,720	5,450	7,580	9,580	11,580	13,870	15,180	16,480	17,780	19,080	20,380	21,490
\$200,000 - 249,999	2,900	5,930	8,360	10,660	12,960	15,260	16,570	17,870	19,170	20,470	21,770	22,880
\$250,000 - 399,999	2,970	6,010	8,440	10,740	13,040	15,340	16,640	17,940	19,240	20,540	21,840	22,960
\$400,000 - 449,999	2,970	6,010	8,440	10,740	13,040	15,340	16,640	17,940	19,240	20,540	21,840	22,960
\$450,000 and over	3,140	6,380	9,010	11,510	14,010	16,510	18,010	19,510	21,010	22,510	24,010	25,330

**Head of Household**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$620	\$860	\$1,020	\$1,020	\$1,020	\$1,020	\$1,650	\$1,870	\$1,870	\$1,890	\$2,040
\$10,000 - 19,999	620	1,630	2,060	2,220	2,220	2,220	2,850	3,850	4,070	4,090	4,290	4,440
\$20,000 - 29,999	860	2,060	2,490	2,650	2,650	3,280	4,280	5,280	5,520	5,720	5,920	6,070
\$30,000 - 39,999	1,020	2,220	2,650	2,810	3,440	4,440	5,440	6,460	6,880	7,080	7,280	7,430
\$40,000 - 59,999	1,020	2,220	3,130	4,290	5,290	6,290	7,480	8,680	9,100	9,300	9,500	9,650
\$60,000 - 79,999	1,500	3,700	5,130	6,290	7,480	8,680	9,880	11,080	11,500	11,700	11,900	12,050
\$80,000 - 99,999	1,870	4,070	5,690	7,050	8,250	9,450	10,650	11,850	12,260	12,460	12,870	13,820
\$100,000 - 124,999	2,040	4,440	6,070	7,430	8,630	9,830	11,030	12,230	13,190	14,190	15,190	16,150
\$125,000 - 149,999	2,040	4,440	6,070	7,430	8,630	9,980	11,980	13,980	15,190	16,190	17,270	18,530
\$150,000 - 174,999	2,040	4,440	6,070	7,980	9,980	11,980	13,980	15,980	17,420	18,720	20,020	21,280
\$175,000 - 199,999	2,190	5,390	7,820	9,980	11,980	14,060	16,360	18,660	20,170	21,470	22,770	24,030
\$200,000 - 249,999	2,720	6,190	8,920	11,380	13,680	15,980	18,280	20,580	22,090	23,390	24,690	25,950
\$250,000 - 449,999	2,970	6,470	9,200	11,660	13,960	16,260	18,560	20,860	22,380	23,680	24,980	26,230
\$450,000 and over	3,140	6,840	9,770	12,430	14,930	17,430	19,930	22,430	24,150	25,650	27,150	28,600

Annex B-3

Utah National Guard  
State Reenlistment Bonus  
On-boarding Form

You are applying for a Utah National Guard State Reenlistment bonus. In order to receive this bonus, you must be on-boarded as a State of Utah employee. The below information is required to complete the on-boarding process.

Name:

SSN:

Date of Birth:

Mailing Address:

City:

State:

Zip:

Phone:

Email (Employment Information may be sent here):

Emergency Contact:

Name:

Phone:

Are you a current State of Utah employee?

If yes, which agency?

Please note: You must identify if you are a current State of Utah employee so we can process this incentive without affecting your current state payroll.

You are accepting a Utah National Guard State Reenlistment bonus. You will be on-boarded as a State of Utah employee. The bonus is taxable income from the State of Utah. You will receive a separate W2 from the State of Utah, reporting this income for the calendar year in which it was paid.

You certify that you are eligible for the bonus as described in UTNG Circular 23-01.

This enrollment does not make you eligible for any State of Utah employment benefits.

You certify that you have read and understand the above:

Signature