

SAMPLE LETTER

Month Day, Year

Name
Address
City, State, ZIP

Dear Name,

As an employee of the State of Kansas ordered to full time active military duty, mobilized and deployed in support of a military operation to defend our nation you are eligible for a Military Activation Payment. The Military Activation Payment is a one-time gross payment of \$1,500 for current benefits eligible Executive Branch employees (including unclassified temporary employees who are benefits eligible) in the Military Reserves who are activated to a military Operation and deployed for more than 30 consecutive days or have returned from such a deployment.

You also may be eligible for a Military Pay Differential. A Military Pay Differential is the difference between your military pay and your regular employee wages when the military pay is an amount less than your regular employee wages.

In order to receive the Military Activation Payment or the Military Pay Differential you must: a) complete the enclosed Application for Military Activation and/or Military Pay Differential Payment form, b) supply the documents designated in the instructions and c) return them to our office at your earliest convenience. Military Activation Payments are not considered wages, and will be reported to the Internal Revenue Service on Form 1099 MISC. Military Differential Payments are considered wages for income tax purposes and will be included as wages on Form W-2. Military Differential Payments are exempt from FICA. You may want to consult your tax advisor to determine if estimated tax payments are required or any other individual tax consequences may result from these payments.

Thank you for serving your state and country.

Sincerely,