



**Office of Student Financial Services**  
**Dutchess Community College**  
**Orcutt Student Services Center/ Room 202**  
**Fax (845) 431-8603**  
**Email: [financialservices@sunydutchess.edu](mailto:financialservices@sunydutchess.edu)**

Upon examination of your file, it appears that according to Internal Revenue Service (IRS) regulations, there are issues with your parent's **2021** tax return information.

The error that has been determined from this evaluation is: **An individual cannot be claimed as an exemption by more than one person on your parent's tax returns**

According to the 2023-2024 Federal Aid Handbook, "...*Financial aid administrators must have a fundamental understanding of relevant tax issues that can considerably affect the needs analysis.... You may not disburse aid until you have resolved conflicting information, which you must do for any student as long as he is at your school...*" For additional information, please refer to the IRS's website at [www.irs.gov](http://www.irs.gov), publication 501.

**In order to resolve this problem and continue with your financial aid processing, you must do one of the following:**

**Option 1:** File an amended federal income tax return revising your parent's exemptions claimed and submit the IRS Tax Return Transcript **and** a signed copy of the IRS Form 1040X, "Amended U.S. Individual Tax Return" to the Office of Financial Aid.

A 2021 Tax Return Transcript for your parents can be obtained online at [www.irs.gov](http://www.irs.gov) or by calling 1-800-908-9946. **According to Federal regulations colleges can no longer accept copies of personal tax returns.**

**OR**

**Option 2:** Obtain a letter of justification from your tax preparer on their professional letterhead stating why your taxes were completed in the current format.

If none of these options are viable alternatives for your situation, please contact the Office of Student Financial Services to pay your current obligation. Please contact the Office of Student Financial Services if you have any questions regarding the information in this letter at (845)431-8060.