



Andrew M. Cuomo
Governor

State of New York
Governor's Office of Employee Relations
PSTP Tuition Unit
2 Empire State Plaza, 7th Floor, Albany, New York 12223
(518) 474-6612 (Customer Service) • (518) 474-8587 (Fax)

Gary Johnson
Director

November 14, 2011

Dear Certification and Licensure Exam Fee Reimbursement (CLEFR) Program Participant:

As indicated in the CLEFR guidelines, the Office of the State Comptroller (OSC) and the Internal Revenue Service (IRS) has determined that reimbursements under the CLEFR Program do not qualify for the exclusion from gross income that applies to benefits payable under educational assistance programs. *Therefore, these reimbursements will be reported to you as taxable income.*

The Governor's Office of Employee Relations (GOER) has provided OSC with information on all reimbursements you received through the CLEFR Program in calendar year 2011. OSC will levy the taxes over one paycheck in the 2011 calendar year. The exact pay date is December 7 for the Administrative Cycle and December 1 for the Institutional cycle.

A tax professional or the IRS must address questions regarding your specific tax situation including whether you may be eligible to claim a deduction on your personal income tax return with respect to these fees. The IRS website is www.irs.gov. The IRS's 800# is 1-800-829-1040.

GOER is not able to answer questions about your specific tax situation. However, if you have questions regarding the CLEFR Program, please email examfee@goer.state.ny.us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sally Annechino'.

Sally A. Annechino
Program Manager