



Tax Credit Scholarship Program

Instructions on How to Make a Donation at MyTax.Illinois.Gov

Part 1 - Request a Letter ID – In order to donate you'll need an account on mytax.illinois.gov. This requires your Social Security Number and Driver's License Number. The Letter ID will be mailed to your address on file from last year's Illinois 1040. **Pages 2-3**

Part 2 – Create & Activate an Account – Once you receive the Letter ID in the mail, you will log in to mytax.illinois.gov and click the button to create and activate an account. You'll need your Social Security Number, Driver's License Number, and Letter ID code. **Pages 4-5**

Part 3 - Apply for the Tax Credit – Once you create & activate the account, you'll receive an email with a special code you'll need to enter the first time you log into your account. Now you're ready to donate. **Pages 8-9**

Part 4 - Download Certificate of Authorized Contribution and make your donation to a non-profit Scholarship Granting Organization (SGO) –

- a) Donate to Empower Illinois SGO – www.empowerillinois.org/donors/ **pages 10-15**
- b) Donate to Big Shoulders Fund SGO – www.bigshouldersfundsgo.org/donate/

Part 5 – Download a Certificate of Receipt (COR) – Follow the instructions to download documentation of your donation for your tax files. **Pages 16-17**

Part 6 - Receive your Credit – Your tax credit will be applied when you file your 2018 Illinois income taxes which will either eliminate or reduce your tax liability.

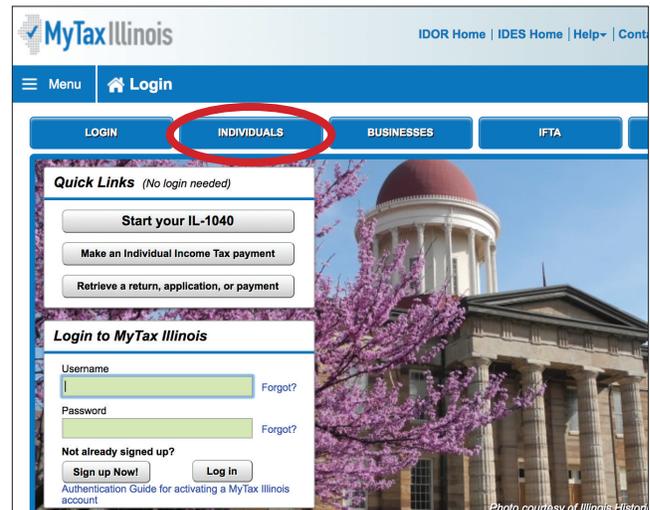
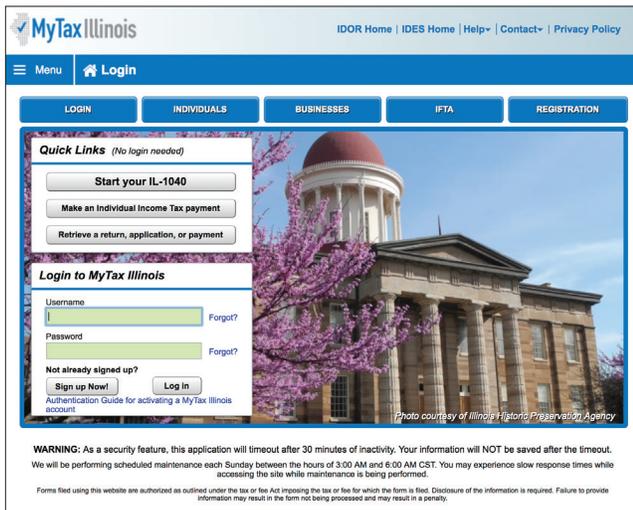
Tax Credit Scholarship Program - PART 1

MyTax.Illinois.Gov — Request Letter ID

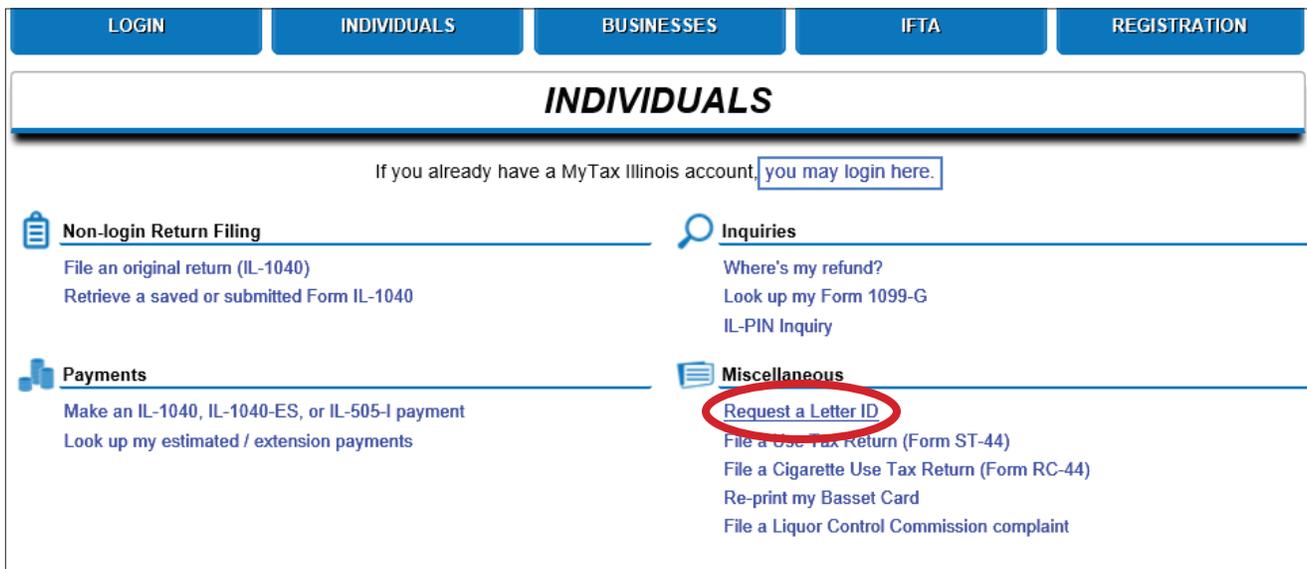
The Tax Credit Scholarship Program (TCS) will help low income students receive a quality Catholic education while reducing or eliminating your State of Illinois income tax liability. To take advantage of this opportunity, you will need to use the mytax.illinois.gov website to apply for the tax credit. The steps below provide instructions for requesting a Letter ID, the first step toward getting an account. Please contact the TCS team at 312.534.2617 or tcs@archchicago.org for assistance.

STEP 1: Log on to mytax.illinois.gov

- If you already have an account, enter your username and password to verify
- If you do NOT have an account, click on the word “Individuals” (second rectangle from the left)



STEP 2: Click on “Request a Letter ID”; the first link in the “Miscellaneous Section”



Tax Credit Scholarship Program

MyTax.Illinois.Gov — Request Letter ID

STEP 3: Enter your Social Security Number and one of the following: an IL-PIN, 2016 Adjusted Gross Income, IL Driver's License Number, or IL State Identification Number.

The screenshot shows the 'Request Letter ID' form on the MyTax Illinois website. The page header includes the MyTax Illinois logo and navigation links: IDOR Home, IDES Home, Help, Contact, and Privacy Policy. The breadcrumb trail is: Menu > Login > Individuals > Request. There are 'Submit' and 'Cancel' buttons in the top right. The form title is 'IIT Letter ID Request'. The instructions state: 'Complete the information below to request your Letter ID and click submit. The Department will send a notice with your Letter ID to the address filed on your most currently filed IL-1040 tax return. If your address has changed since filing your return and has not been updated with the Department, you will not be able to create a MyTax Illinois account using the "Request a Letter ID" option. If you want to file your IL-1040 using MyTax Illinois, you can file here.' A note says: 'Note: You will not receive your letter Id to activate a MyTax Illinois account if you do not have a valid mailing address on file with us.' The form has two main sections: 1. Social Security Number (with a masked input field '***-**-8346'). 2. Please enter ONE of the following:

- IL-PIN
- Prior Year Adjusted Gross Income:
- Illinois Drivers License Number: (with a yellow 'Required' tooltip and a tooltip showing 'Required Format: ?999-9999-9999')
- Illinois State Identification Number:

STEP 4: Click 'Submit' and enter and confirm your email address; then click 'ok' to submit and receive your confirmation.

This screenshot shows the same 'Request Letter ID' form as in Step 3, but with a 'Submit this request?' dialog box open. The dialog box contains the text: 'You are required to enter and confirm your email address to verify this request.' It has two input fields: 'Email' and 'Confirm Email', both with yellow 'Required' tooltips. There are 'OK' and 'Cancel' buttons at the bottom of the dialog.

The screenshot shows the 'Confirmation' page on the MyTax Illinois website. The breadcrumb trail is: Menu > Login > Individuals > Request > Confirmation. The page title is 'Confirmation'. The main content reads: 'Congratulations! You have submitted your Letter ID request. Please note that your request will be processed and you will receive your Letter ID Service in 7 to 10 days. Your confirmation number is 1-453-176-768. Submitted On: 11/10/2017 3:35:05 PM (Central Time) Request Type: IIT Letter ID Request. You may print this page for your records. This confirmation screen will not be accessible after 7 days of this request. If you have questions, please visit our website at tax.illinois.gov or call us at 1 800 732-7273.' At the bottom, there are two buttons: 'Printable Confirmation' and 'OK'.

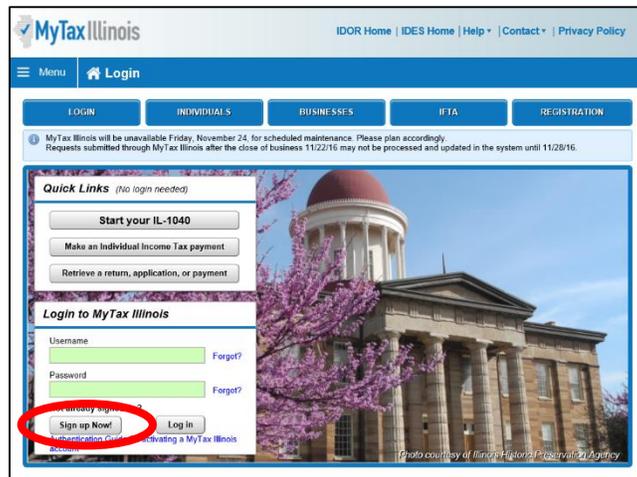
STEP 5: The Letter ID will be mailed to the address on your last year's tax return. You should receive it within 7–10 business days.

Tax Credit Scholarship Program - PART 2

MyTax.Illinois.Gov — Activate Your Account

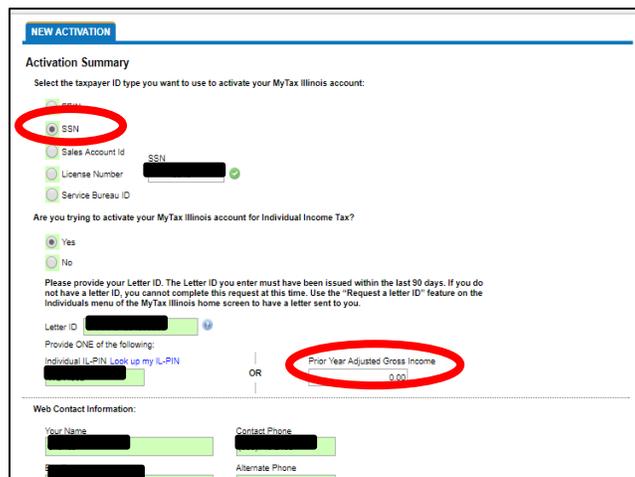
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STEP 1: Log on to mytax.illinois.gov and click on “Sign Up Now” on the lower left



STEP 2: Select SSN and enter your Social Security Number and click submit; then click “Yes” to begin activating your account

- Enter your Letter ID and either your Individual IL Pin or your 2016 Adjusted Gross Income (AGI). If you choose your IL PIN click on “Look Up My IL PIN” and go to Step 3. If you choose your 2016 AGI go directly to Step 4.



STEP 3: If you choose to look up your Individual IL PIN click on “Look Up My IL PIN”

- Enter your Social Security Number and either your IL Driver’s License or your Adjusted Gross Income from 2016
- Click “Conduct Inquiry”
- Copy your IL PIN and then click “Back”

Request

IL-PIN Inquiry

Enter the information below to get your IL-PIN. If you are married filing jointly, you will have to enter your spouse's information separately.

1. Social Security number [redacted]
2. Please enter ONE of the following and confirm your entry using the checkbox.
 - Adjusted Gross Income (from most recently filed return)
 - Illinois Driver's License Number [redacted]
 - Illinois State Identification Number

I confirm that this information is associated with my Social Security number.

Conduct Inquiry

Request

IL-PIN Inquiry

Social Security Number: [redacted]

IL-PIN [redacted]

Back

STEP 4: Enter your Letter ID and your IL PIN and when the screen expands enter...

- Your contact information
- A username and password
- A security question and answer
- Confirmation of your email and password; and then click submit

Web Contact Information:

Your Name [redacted] Contact Phone [redacted]

Email [redacted] Alternate Phone [redacted]

Web Logon Information:

Pick a username, you'll use this to login to MyTax Illinois: [redacted]

Password Rules

- Minimum 8 characters, no more than 20
- Passwords must contain both letters and numbers
- Passwords must be mixed case

Pick your password: [redacted]

In case you forget your password:
In what city does your nearest sibling live? [redacted]

Confirm important information:

Confirm Email [redacted]

Confirm Password [redacted]

Have a question about activating your MyTax Illinois Account? [Click here to email us.](#)

MyTax Illinois IDOR Home | IDES Home | Help • | Contact • | Privacy Policy

Menu Login » Request

Submit Cancel

Please fill out all required fields below. When you are finished, click the Submit button on the top of the page to continue with activation.

NEW ACTIVATION

Activation Summary

Select the taxpayer ID type you want to use to activate your MyTax Illinois account:

EFIN

STEP 5: Click "OK' when the next screen pops up & you will later receive a confirmation. You will later receive an activation code via email to use the first time you log into system.

Are you trying

Yes No

Submit Activation Summary for: Charles?

Important: If you are establishing your first MyTax Illinois login, you are considered the primary user of your account with "Master" control capabilities. This means that you will have control of your MyTax Illinois account and will have the responsibility of granting access to any other person(s) you choose (e.g., CPA). By using the authorization code that is issued for the initial login, you assume responsibility for all actions taken on your MyTax Illinois account.

Letter ID [redacted]

Provide ONI Individual IL PIN [redacted]

OK Cancel

MyTax Illinois IDOR Home | IDES Home | Help • | Contact • | Privacy Policy

Menu Login » Request » Confirmation

Confirmation

Congratulations! You have submitted all the necessary information for your MyTax Illinois account activation.

Your confirmation number: [redacted]

Submitted on: 11/14/2017 4:05:18 PM (Central Time)

Request type: MyTax Illinois Activation

Activation request for: Charles

You should receive an email shortly with additional information about accessing the MyTax Illinois account for which you submitted activation information.

If you have questions, please visit our website at tax.illinois.gov or call us at 217 785-3707.

Reference the confirmation number provided above.

Printable Confirmation

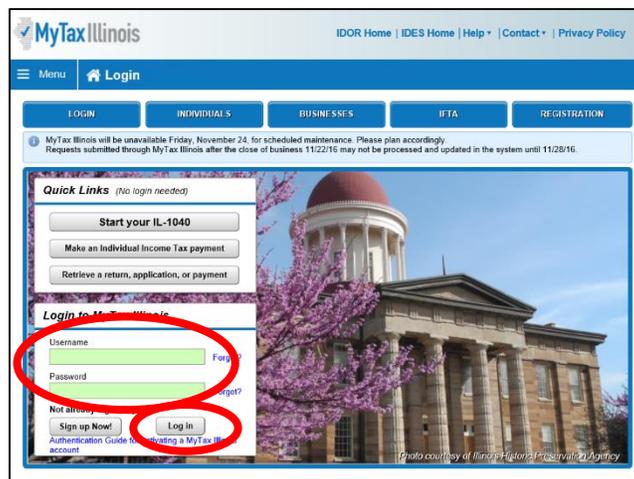
OK

Tax Credit Scholarship Program **EPART**

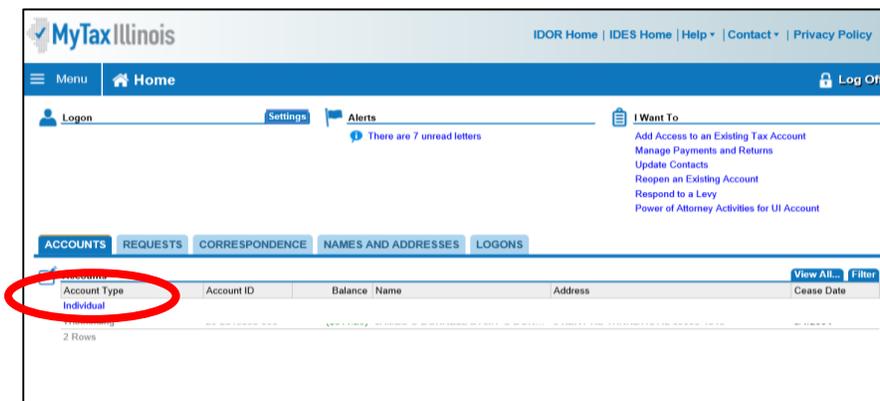
MyTax.Illinois.Gov — Apply for Your Tax Credit

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Step 1 : To apply for a tax credit, visit mytax.illinois.gov and log into your account by entering your username and password and then clicking “Log In” on the lower left of the page.



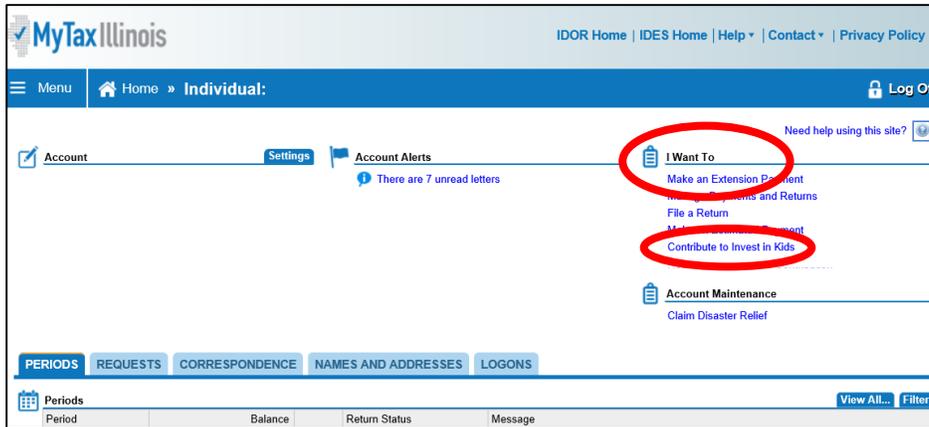
Step 2: Once logged in, you will be taken to your home screen. Click on the blue “Individual” hyperlink on the left side in the middle of the page under the “Accounts” tab. If you are applying as a business, you will choose your business account instead of individual.



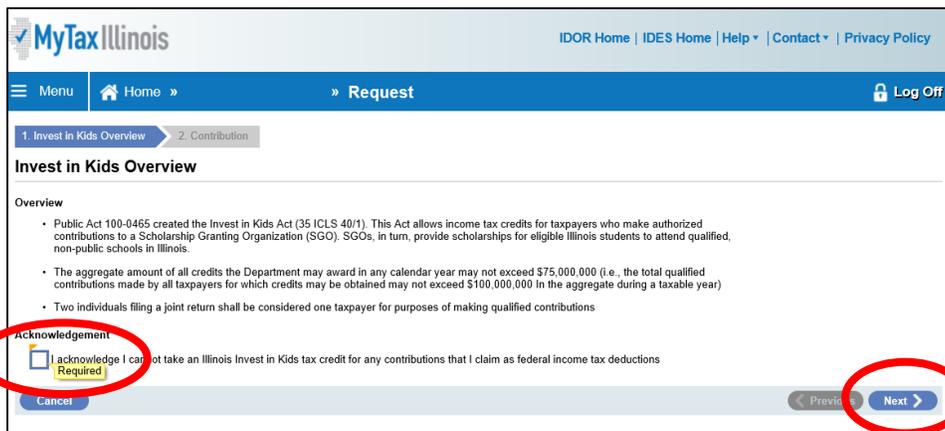
Tax Credit Scholarship Program

MyTax.Illinois.Gov—Apply for Your Tax Credit

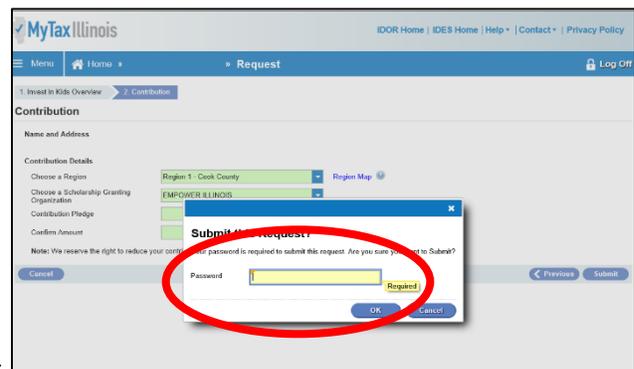
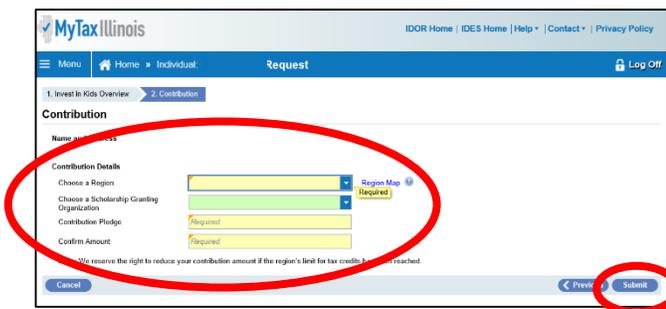
STEP 3: Under the “I Want To” section in the top right corner, click on “Contribute to Invest in Kids.” This will take you directly to the credit application.



STEP 4: The first screen of the application is an overview of the program, and asks you to acknowledge that you are not permitted to take state tax credit for any contributions that you claim as a federal deduction. Click the white and blue box to indicate you understand the restriction. Click the blue “Next” button in the bottom right corner.



STEP 5: Fill out the requested information on the “Contribution” screen: region and Scholarship Granting Organization of choice and the amount you plan to donate (contribution pledge). **PLEASE NOTE:** this is the amount you plan to **donate**. You will then get a tax credit valued at 75 percent of that donation. Once filled out, click “Submit.” You will then be prompted to re-enter your MyTax Illinois account password and click “OK.” The final screen will be a confirmation that your application has been accepted.

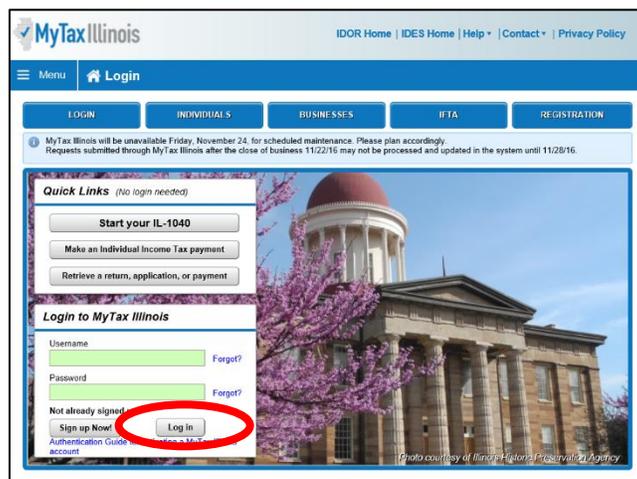


Tax Credit Scholarship Program - PART 4

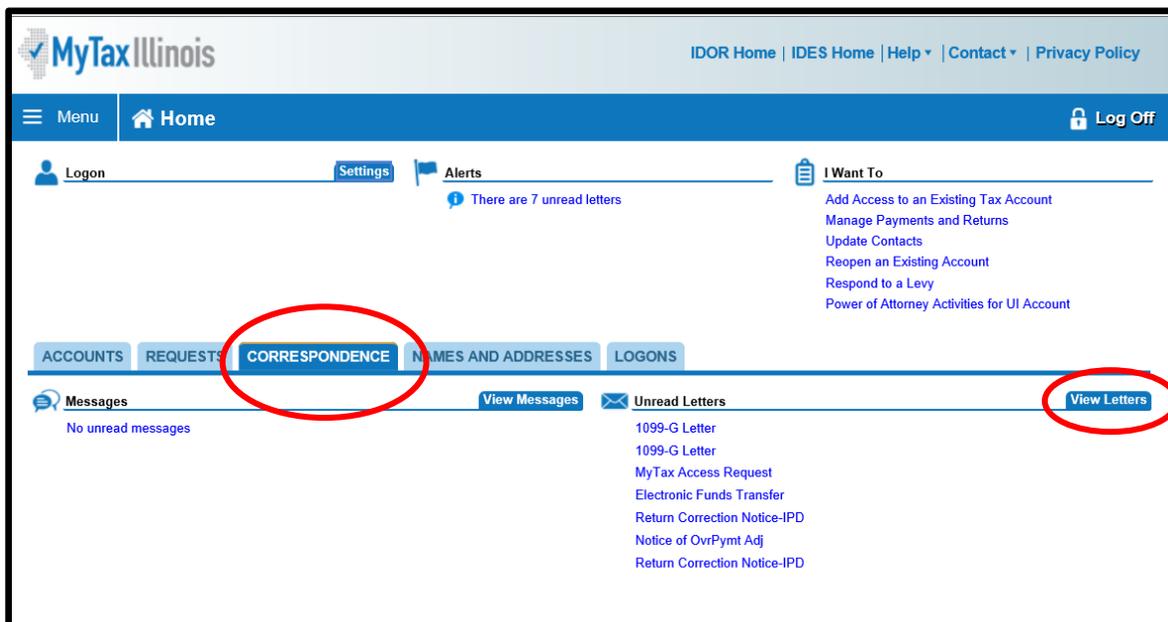
MyTax.Illinois.Gov — Downloading a Contribution Authorization Certificate (CAC)

The Tax Credit Scholarship Program (TCS) will help low-income students receive a quality Catholic education while reducing or eliminating your State of Illinois income tax liability. Once you have applied for the tax credit on the MyTax Illinois website, you will need to download and save a copy of your Contribution Authorization Certificate to make your donation. The steps below provide instructions for retrieving and downloading your Certificate. Please contact the TCS team at 312.534.2617 or tcs@archchicago.org for assistance.

STEP 1: Log on to your mytax.illinois.gov account



STEP 2: Click the “Correspondence” tab and then click “View Letters” to the right.



TaxCredit Scholarship Program

MyTax.Illinois.Gov — Downloading a Contribution Authorization Certificate (CAC)

STEP 3: On the new screen, click the “ALL” tab. Your Contribution Authorization Certificate will be on this page listed as “Invest in Kids Contributn Appl.” Click on the certificate link and a new window will appear that will allow you to download and save your Contribution Authorization Certificate.

The screenshot shows the MyTax Illinois interface. At the top, there is a navigation bar with the MyTax Illinois logo and links for IDOR Home, IDES Home, Help, Contact, and Privacy Policy. Below this is a secondary navigation bar with a Menu icon, Home » Letters, and a Log Off button. The main content area has two tabs: UNREAD (7) and ALL (circled in red). Below the tabs is a search bar and a 'Mark All As Read' button. A table displays the following data:

Sent	Type	For	Id	Name	Period	
	Invest in Kids Contributn Appl	Individual				
	1099-G Letter	Individual			12/31/2016	Mark As Read

At the bottom of the table, it indicates '8 Rows'.



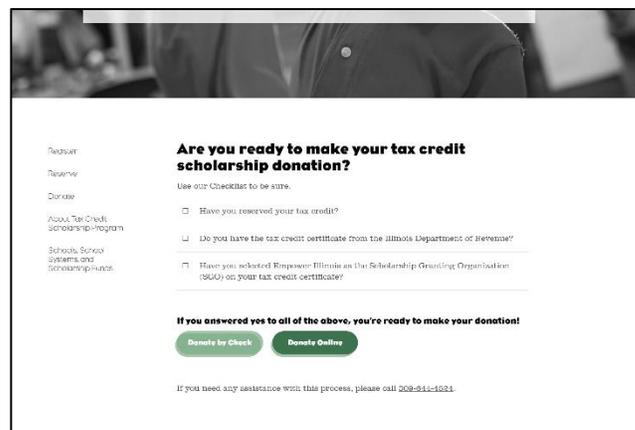
Tax Credit Scholarship Program- Part 4 a Empower Illinois — Make Your Donation

The Tax Credit Scholarship Program (TCS) will help low-income students receive a quality private education while reducing or eliminating your State of Illinois income tax liability. This document is provided to assist you in the process of donating to Empower Illinois, the largest state approved Scholarship Granting Organizations.. Please contact Empower Illinois at 309.644.4524 or info@empowerillinois.org for additional assistance.

STEP 1: Log on to Empowerillinois.org and click on “Donate” on the top right and select “Donate” from the drop down list.

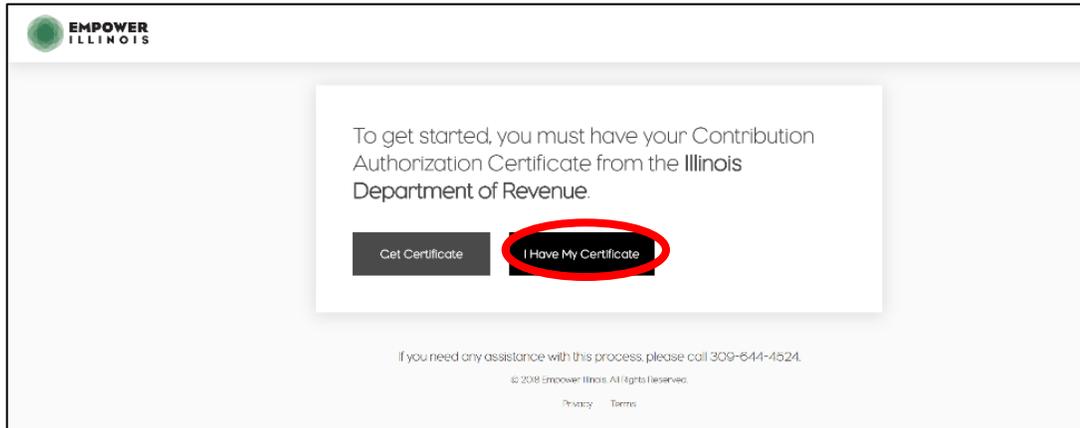


STEP 2: Confirm that you have already reserved your tax credit, received the Contribution Authorization Certificate from the Illinois Department of Revenue, and selected Empower Illinois as the Scholarship Granting Organization on your certificate. Then click “Donate Online” to continue the donating process online, or click “Donate by Check” to download a donation form to complete and send by mail.

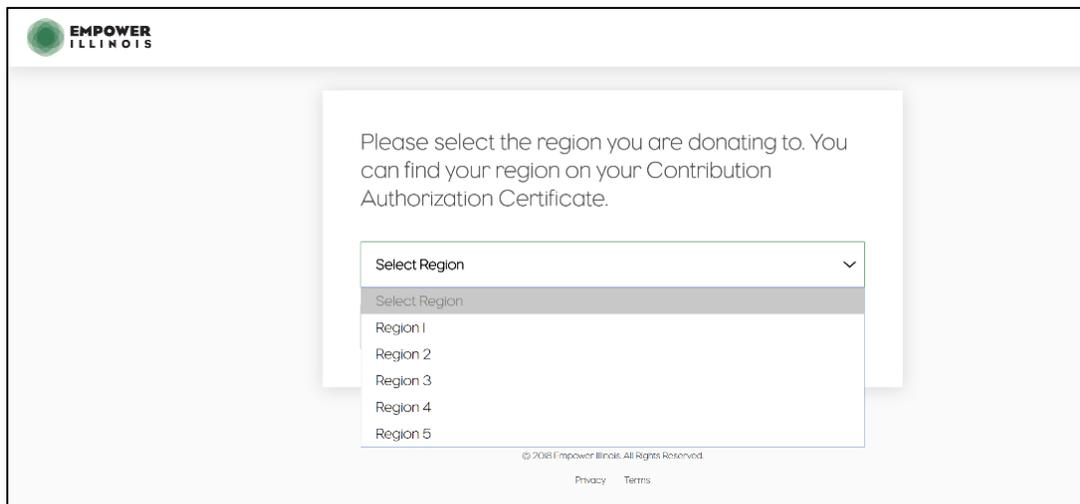


Step 3: Confirm that you have your Contribution Authorization Certificate from the Illinois Department of

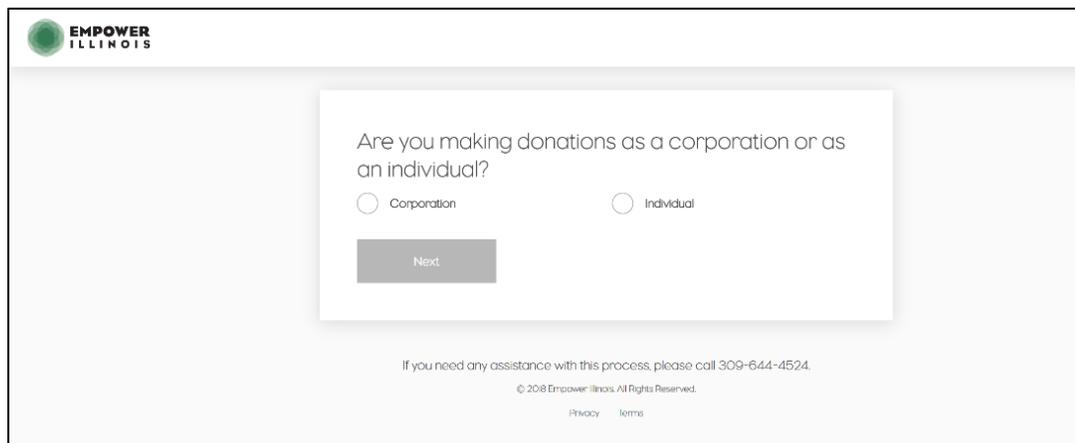
Revenue and click “I Have My Certificate.”



Step 4: Select the region in which you are donating. This must be the same as the region you selected on your tax credit application on mytax.illinois.gov (this information is on your Contribution Authorization Certificate).



STEP 5: Select whether you are donating as an individual or a corporation and click “Next.”



Step 6: Enter your Contribution Authorization Certificate number and donation amount. Click “Next.”

Step 7: Use the dropdown menu to select which school or school system you would like to designate. Enter the amount you would like to designate to that school or school system. If you are donating \$1,000 or more, you have the option to select more than one school (see Step 8).

Step 8: To designate your donation to more schools or school systems, click the green “+ Select another school, school system, or scholarship fund.” You can select up to three options. After completing your designations, ensure the three donor authorization boxes are checked.

Please select the school(s), school system(s), or scholarship fund(s) you would like to donate to.

Designation 1

Academy of St Benedict - Chicago

Enter the Amount for Designation 1

\$500

+ Select another school, school system, or scholarship fund

Total Certificate Amount: \$1,000

I authorize Empower Illinois to use any remaining balance of my donation to fund scholarships for eligible students in the same school system as the school(s), school system(s), or scholarship fund(s) I selected.

If a balance remains at the school system, I authorize Empower Illinois to use the remaining balance of my account as undesignated funds to provide scholarships for eligible students.

I authorize Empower Illinois to share my donation information with the school(s), school system(s), or scholarship fund(s) I selected.

Note: The total designee(s) amount is less than the amount on your Contribution Authorization Certificate (CAC). If you choose to donate less than the amount on your CAC, you have 60 days from the date of reserving the tax credit to complete your donation.

Next

Please select the school(s), school system(s), or scholarship fund(s) you would like to donate to.

Designation 1

Academy of St Benedict - Chicago

Enter the Amount for Designation 1

\$500

Designation 2

St Albe School - Chicago

Enter the Amount for Designation 2

\$250

Designation 3

Archdiocese of Chicago

Enter the Amount for Designation 3

\$250

Total Certificate Amount: \$1,000

Step 9: Upload your Illinois Department of Revenue Contribution Authorization Certificate.

EMPOWER ILLINOIS

Please upload your Illinois Department of Revenue Contribution Authorization Certificate.

Select File

Step 10: Click “Make Online Donation Now.”

EMPOWER ILLINOIS

Please upload your Illinois Department of Revenue Contribution Authorization Certificate.

mytax.pntscm?pdf

Select File

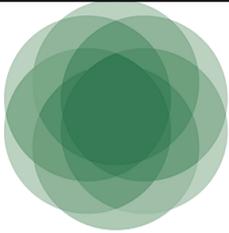
Certificate Saved!

You are now complete with your donation through the US Bank.

Make Online Donation Now

Step 11: Complete the secure "Make a Payment" form. Note: payment by credit card is not accepted.

[Exit](#)



EMPOWER ILLINOIS

Make a Payment

My Payment

Empower Illinois Contributions

Region Region 1
Certificate Number 7886544347890976667
Designation Augustus Tolton Catholic Academy ☐☐ Chicago

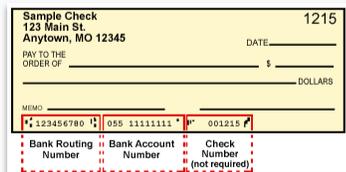
Payment Information

Frequency One Time
Payment Amount
Payment Date Pay Now

Contact Information

First Name
Last Name
Company (Optional)
Address 1
Address 2 (Optional)
City
State ▼
Zip Code (Optional)
Phone Number
Email Address

Payment Method



Personal Check | [Business Check](#)

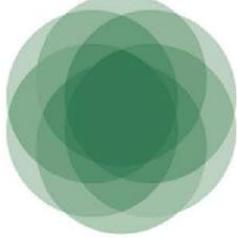
Bank Routing Number
Bank Account Number
Bank Account Type Checking Savings
 This is a business account

[Continue](#) [Cancel](#)

powered by
usbank

[Customer Service](#) | [Help](#) | [Privacy Policy](#) | [Security](#)

Step 12: By clicking “Continue” on the above page, you will be brought to the confirmation page. Please print or download the confirmation page for your records.



EMPOWER ILLINOIS

[Exit](#)

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **EMPILL000001112**

Payment Details

Description	Empower Illinois Empower Illinois Contributions https://empowerillinois.org/donors/donate/thank-you
Payment Amount	
Payment Date	
Status	
Region	
Certificate Number	
Designation	

Payment Method

Bank Routing Number	
Bank Name	
Bank Account Number	
Bank Account Type	
Bank Account Category	
Confirmation Email	

[Return to Home Page](#)

powered by 

[Customer Service](#) | [Help](#) | [Privacy Policy](#) |  [Security](#)

Step 13: You will then receive an automatic email confirmation from Empower Illinois.



Tue 1/2/2018 2:23 PM
donationprocessing@empowerillinois.org <noreply@epymtservice.com>
Payment Confirmation for Empower Illinois Contributions

to: [REDACTED]

[Suggested Meetings](#)

*** PLEASE DO NOT RESPOND TO THIS EMAIL ***

Thank you for your payment.

This email is to confirm your payment submitted on Jan-02-2018 for Empower Illinois Contributions.

Confirmation Number: [REDACTED]
Payment Amount: [REDACTED]
Scheduled Payment Date: Jan-03-2018

Account Nickname: N/A
Routing Transit Number: [REDACTED]
Account Number: [REDACTED]
Account Type: [REDACTED]
Account Category: Consumer

If you have questions about this payment or need assistance, please call Customer Service at (309)644-4524.

The above payment was processed with authorization to make a single entry ACH debit of the above listed account. If you did not authorize this payment please contact Customer Service at (309)644-4524.

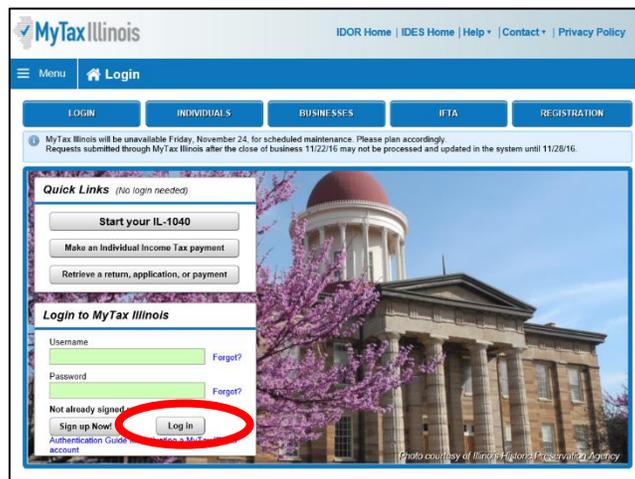
Thank you for using the Empower Illinois electronic payment system.

Tax Credit Scholarship Program - Part 5

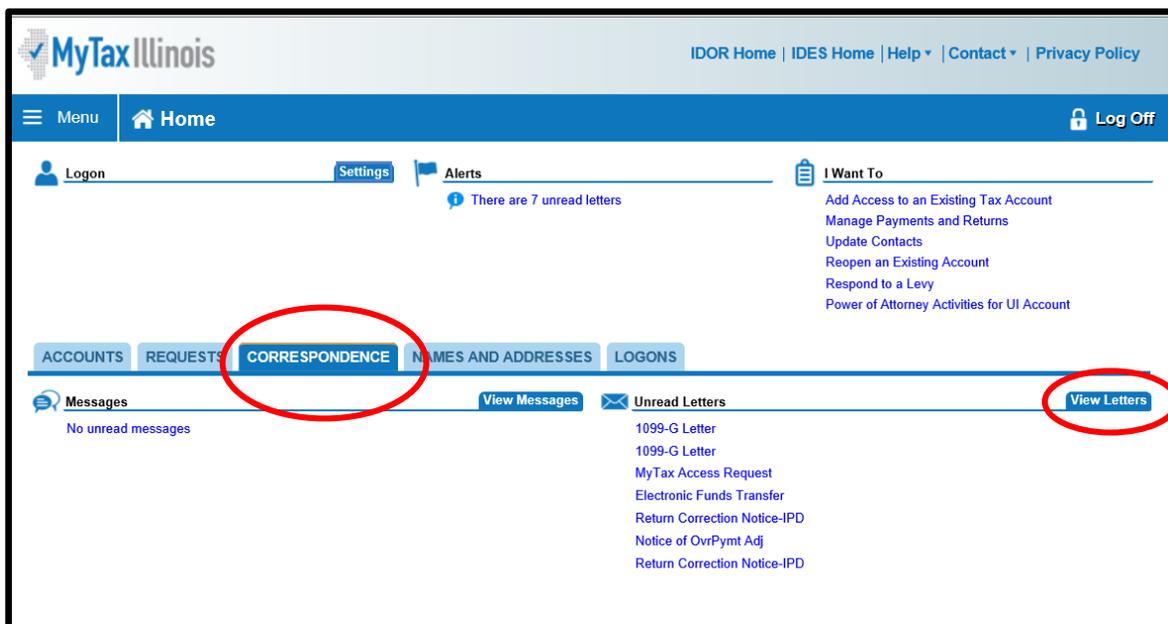
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MyTax.Illinois.Gov—Downloading a Certificate of Receipt (COR).

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