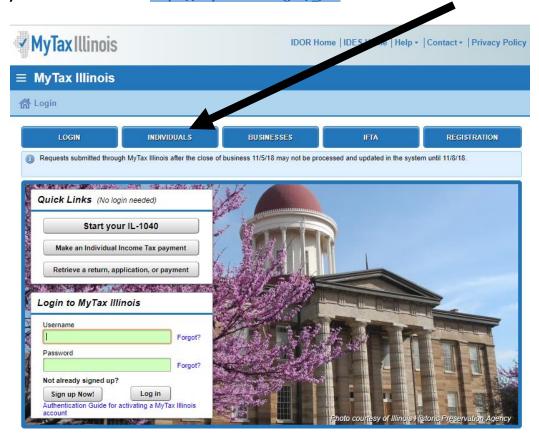
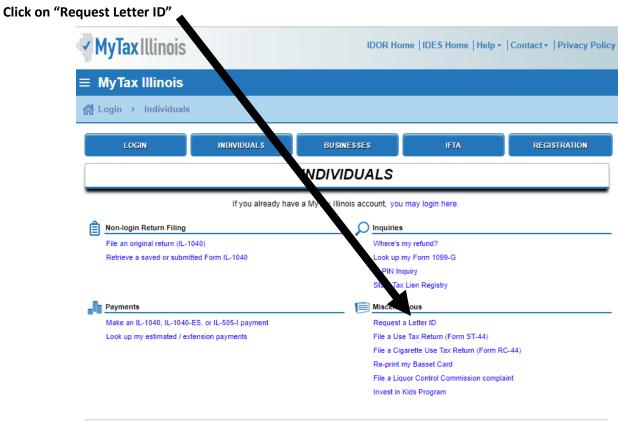
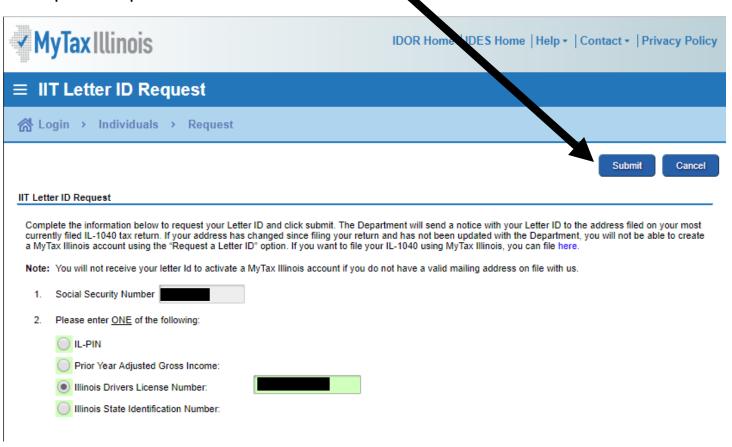
# Step By Step - How to Donate to the Illinois Tax Credit Scholarship Program

1. Visit MyTax Illinois website at <a href="https://mytax.illinois.gov/">https://mytax.illinois.gov/</a> and click on "Individuals"

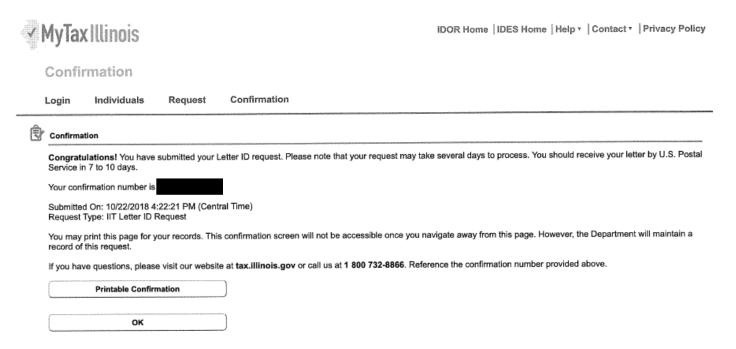




# 2. Complete the requested information and then click "Submit"



## 3. Print Confirmation page for your records



#### 4. Watch your USPS mailbox for this envelope and letter with your Letter ID from the Illinois Department of Revenue



# MyTax Illinois Account Access Request



 #BWNKMGV #CNXX XX72 9297 52X5#



## Account Access Request

You are receiving this letter because you recently requested a Letter ID in order to access your tax account information using MyTax Illinois, our free online account management program for taxpayers. This letter is part of the Illinois Department of Revenue's enhanced security measures in combating identity theft related tax fraud. The Letter ID printed on this letter will be required to complete your MyTax Illinois activation.

#### Setting up your MyTax Illinois account is easy!

- · Click the "Sign up Now!" button on the MyTax Illinois home screen.
- · Complete the appropriate fields. You will need to provide your personal information along with the Letter ID below.

Your Letter ID is:

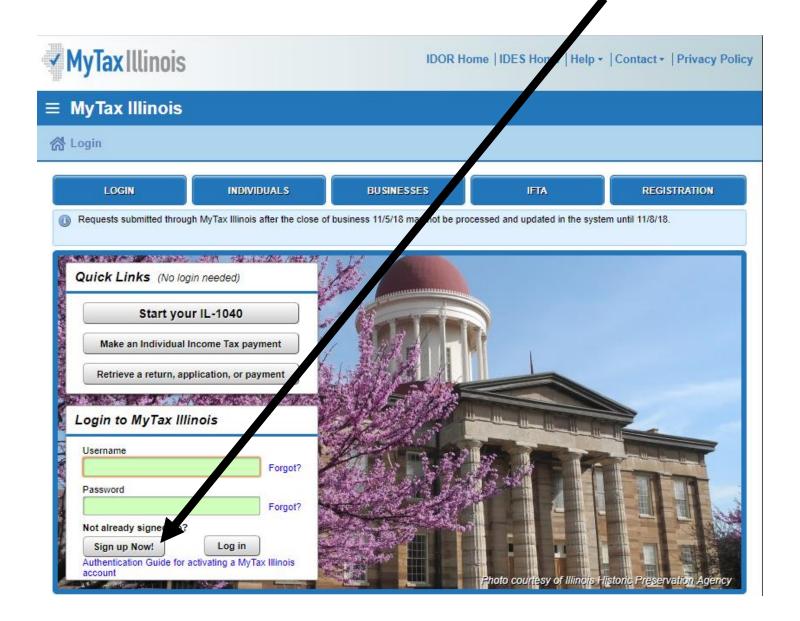
If you did not request to receive this letter, contact us immediately at the telephone number listed below.

If you have any questions, visit our website at tax.illinois.gov or call us weekdays between 8:00 a.m. and 5:00 p.m. at the telephone number below.

TAXPAYER CORRESPONDENCE SECTION ILLINOIS DEPARTMENT OF REVENUE PO BOX 19044 SPRINGFIELD IL 62794-9044

1 800 732-8866

5. Activate your MyTax Illinois account at <a href="https://mytax.illinois.gov/\_/#4">https://mytax.illinois.gov/\_/#4</a> by clicking "Sign up Now" button



6. Complete appropriate fields and click "Submit" when finished ✓ MyTax Illinois IDOR Home | IDES Ho | Help + | Contact + | Privacy Policy ■ MyTax Illinois Activation 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: FEIN SSN Sales Account Id License Number Service Bureau ID Are you trying to activate your MyTax Illinois account for Individual Income Tax? Yes Please provide your Letter ID. The Letter ID you enter must have been issued within the last 90 days. If you do not have a letter ID, you cannot complete this request at this time. Use the "Request a letter ID" feature on the Individuals menu of the MyTax Illinois home screen to have a letter sent to you. You will need your driver's license number Provide ONE of the following: handy to complete the IL-PIN inquiry Individual IL-PIN Look up my IL-PIN Prior Year Adjusted Gross Income OR re you trying to activate your MyTax Illinois account for Individual Income Tax Required Required Web Contact Information: 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. Your Name Contact Phone Social Security number Required Required Alternate Phone 2. Please enter ONE of the following and confirm your entry using the checkbox Required Adjusted Gross Income (from most recently filed return) Illinois State Identification Number Web Logon Information: Lonfirm that this information is associated with my Social Security number. Pick a username, you'll use this to login to MyTax Illinois: Required Password Rules Minimum 8 characters, no more than 20 Pick your password: Passwords must contain both letters and numbers Required Passwords must be mixed case In case you forget your password: Required Type Your Answei Confirm Important Information:

Have a question about activating your MyTax Illinois Account? Click here to email us.

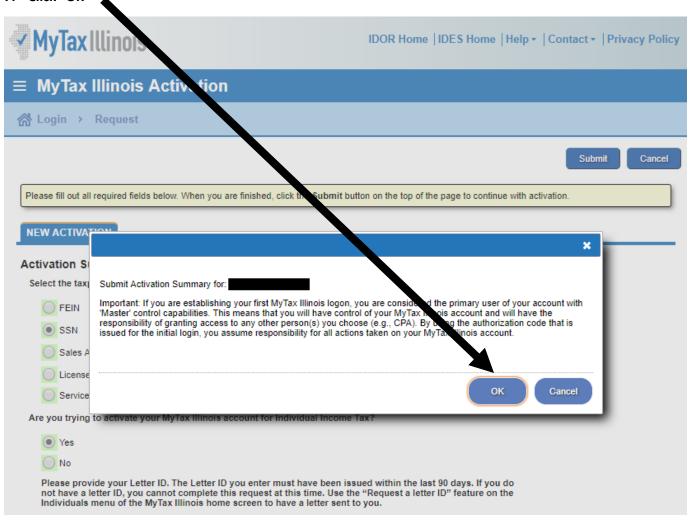
Confirm Email

Required

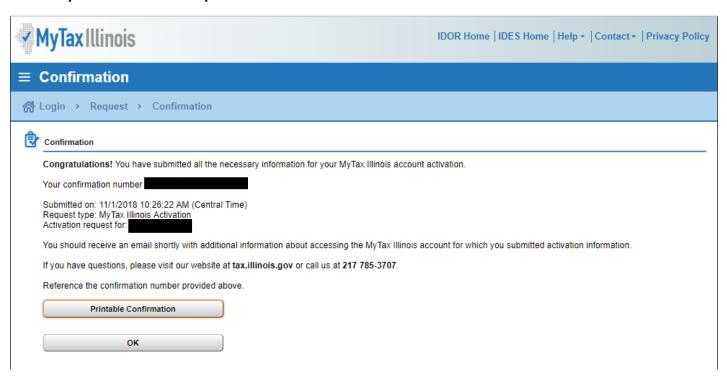
Confirm Password

Required

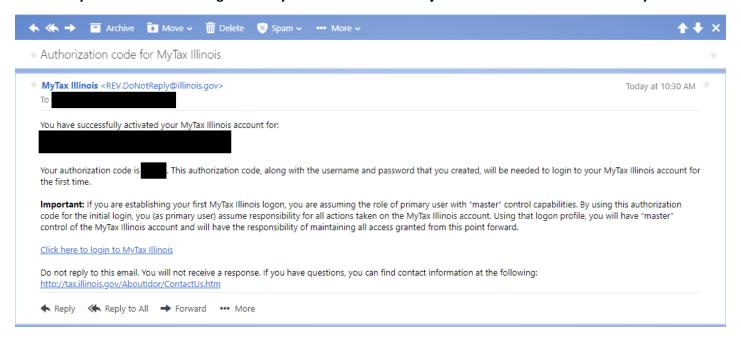
# 7. Click "OK"



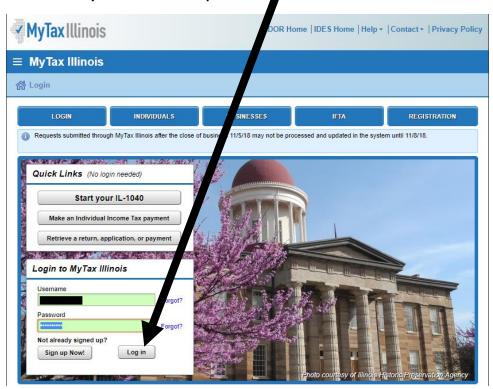
#### 8. Print your Confirmation for your records



9. Check your email for a message from MyTax Illinois with the subject line "Authorization code for MyTax Illinois"



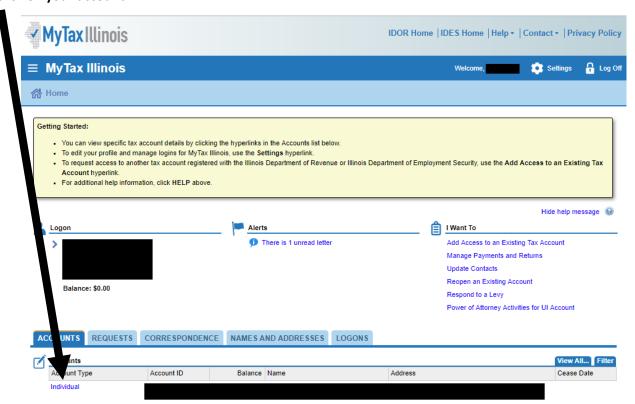
10. Log in to your MyTax Illinois account for the first time using the username and password you used when you activated your account in step 7 above.

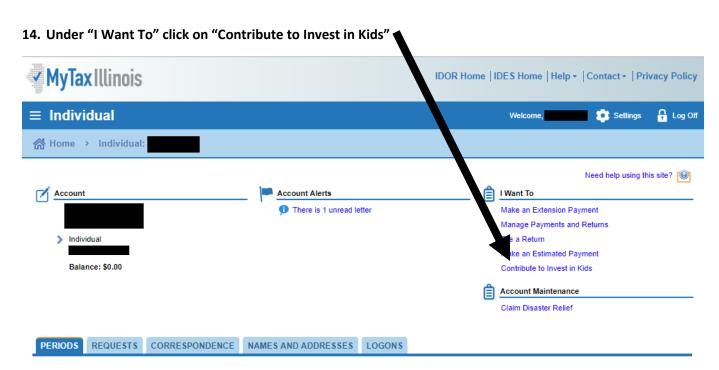


11. Enter the authorization code provided in the email you received as noted in step 10 above and click "Logon."

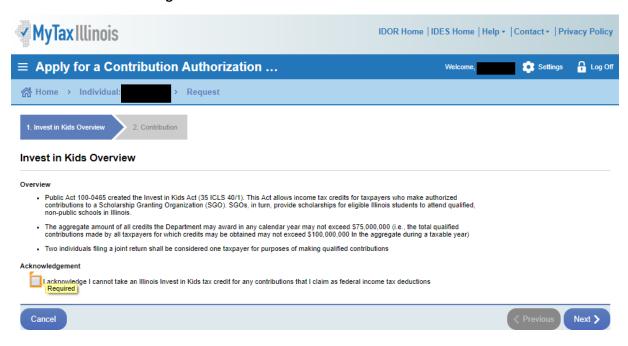


## 13. Click on your account



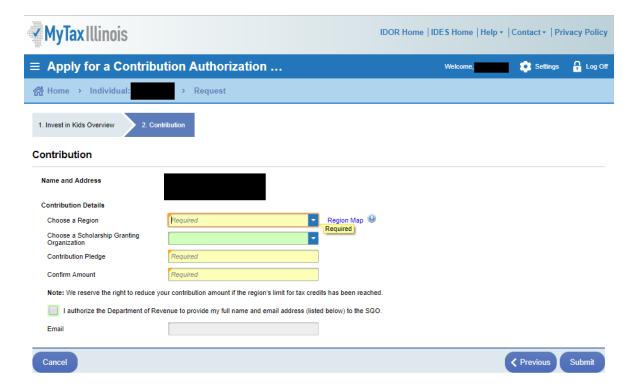


#### 15. Check the Acknowledgement box and click "Next"

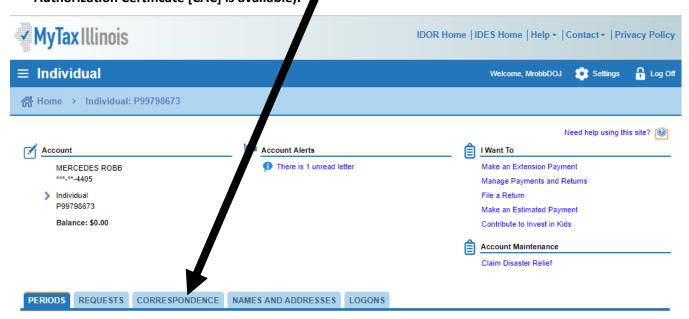


#### 16. Under "Contribution Details"

- a. Choose a Region where your funds will be designated (not necessarily where you live).
- b. Choose Empower Illinois as your Scholarship Granting Organization.
- Enter your Contribution Pledge and Confirm Amount. Your pledge should be made for your full donation amount. The state will calculate your tax credit.
- d. Click "Submit" when finished.



17. The Illinois Department of Revenue will email you within 3 business days with instructions to log back into your account (or wait 5 minutes and click on the 'Correspondence' tab to see if your Invest in Kids Contribution Authorization Certificate [CAC] is available).



Download and save a copy of your CAC on your computer as you will need it to donate online:

# Invest in Kids Contribution Authorization Certificate







# **Contribution Authorization Certificate Application Status**

Your application for a Contribution Authorization Certificate for the Invest in Kids program for tax year 2018 has been approved.

Attached is your Contribution Authorization Certificate. You must provide a copy of this certificate to the Scholarship Granting Organization when you make your contribution.

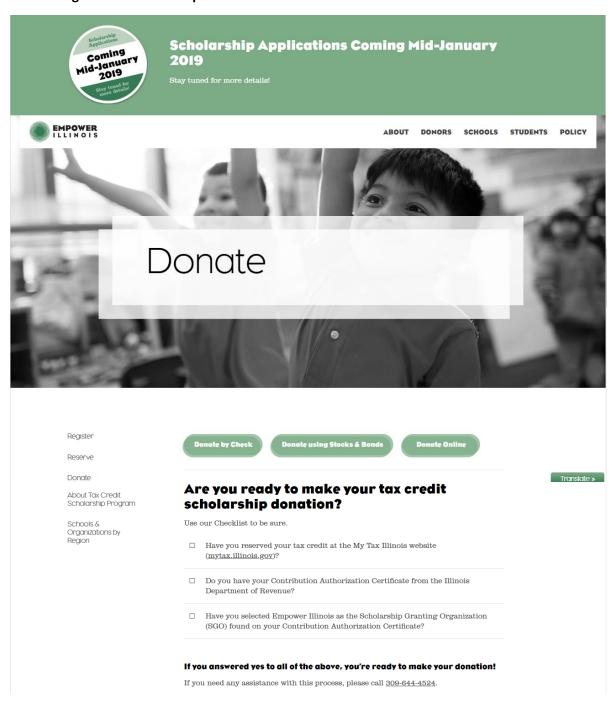
#### **CONTRIBUTION AUTHORIZATION CERTIFICATE**



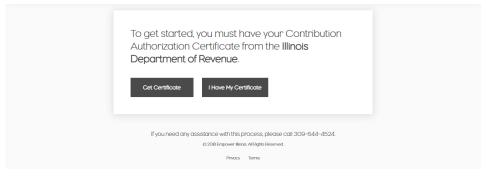
You must provide a copy of this Contribution Authorization Certificate to the Scholarship Granting Organization when you make your contribution.

**Note:** You cannot claim a credit against your Illinois income tax if you claim any portion of this contribution as a federal income tax deduction on your federal income tax return

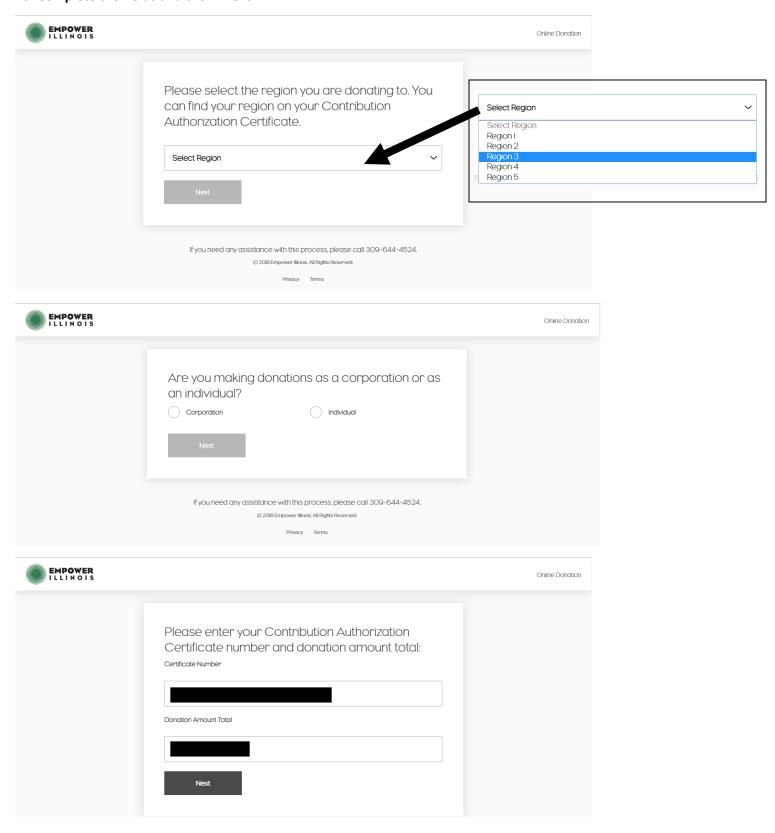
18. Once you have your certificate, visit <a href="https://empowerillinois.org/donors/donate/">https://empowerillinois.org/donors/donate/</a> to make your donation by clicking one of the three options.



19. If you click on "Donate Online" follow these final steps. You will need your Contribution Authorization Certificate that you received in step 17 above. Click on "I Have My Certificate."



# 20. Complete the fields and click "Next."

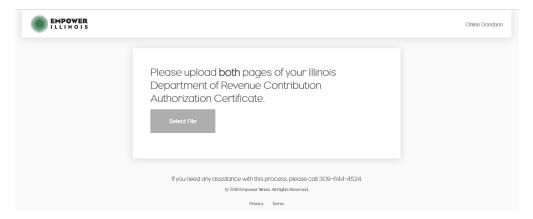




# Please select the school(s), school system(s), or scholarship fund(s) you would like to donate to. Only schools recognized by the Illinois State Board of Education (ISBE) are eligible for donations to be used for scholarships under the program. Schools marked "PENDING RECOGNITION" are in the process of being recognized by ISBE but are not yet recognized. Students who have received scholarship awards will not be allowed to use th scholarships at schools marked "PENDING RECOGNITION" until such scho have been recognized, including donations directed by donors for scholar to such schools. Donations directed to any school not recognized by ISBE will be recharacterized as undesignated donations for the same region in w such school is located and made available to eligible students on a firstserved basis on the earlier of (I) August I, 2018 or (2) a date specif state of Illinois. Designation I Select School, School System, or Scholarship Fund ~ Enter the Amount for Designation I + Select another school, school system, or scholarship fund Total Certificate Amount: 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. If you need any assistance with this process, please call 309-644-4524.

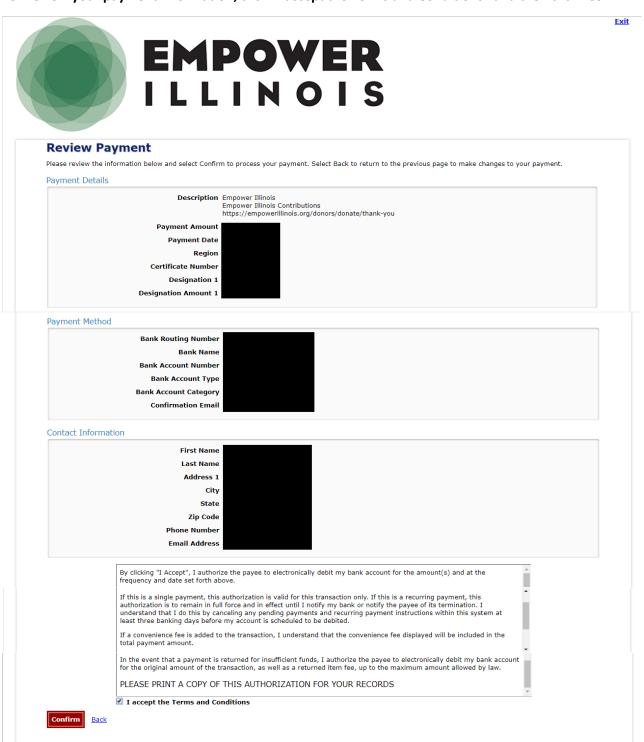
Select School, School System, or Scholarship Fund School, School System, or Scholarship Fund UNDESIGNATED Undesignated SCHOOLS Alleman High School - Rock Island Bethel Lutheran School - Morton Bishop McNamara Catholic School - Kankakee Blessed Sacrament - Morton Cathedral of St Raymond School – Joliet Christ Lutheran High School - Buckley Christ Lutheran School - Sterling Concordia Lutheran School - Peoria Costa Catholic School - Calesburg Daarul Uloom Islamic School - Peoria Furqaan Academy - Bolingbrook Calesburg Christian School - Calesburg Holy Cross Elementary School - Mendota Holy Family Parish School - Peoria Holy Family - Oglesby Holy Family - Shorewood Illinois Lutheran Elementary School - Crete Illinois Lutheran High School - Crete Immaculate Conception School - Monmouth Immaculate Conception - Morris Joliet Catholic Academy - Joliet Jordan Catholic School - Rock Island Kankakee Trinity Academy - Kankakee Little Explorers Montessori - Romeoville Marquette Academy - Ottawa Mother Teresa Catholic Academy - Crete Newman Central Catholic High School - Sterling Noonan Elementary Academy - Mokena Notre Dame High School - Peoria Our Lady of Crace Academy - East Moline Peoria Academy - Peoria Peoria Christian School - Peoria Peru Catholic School System – Peru Providence Catholic High School - New Lenox Ouad Cities Christian School - Moline St Andrew the Apostle School - Romeoville St Andrews - Rock Falls St Bede Academy - Peru St Dennis - Lockport St Dominic - Bolingbrook St Edward School - Chillicothe St Johns Lutheran School - Buckley St Joseph School - Lockport St Joseph School - Pekin St Joseph - Manhattan St Jude Catholic School - Peoria St Jude School - New Lenox St Jude - Joliet St Malachy School - Ceneseo St Mark - Peoria St Mary Immaculate School - Plainfield St Mary Nativity - Joliet St Mary - Mokena St Mary - Sterling St Mary's School - Kickapoo St Michael the Archangel Sch - Streator St Patrick - Washington St Paul School - Macomb St Paul the Apostle - Joliet St Pauls Lutheran School - Bourbonnais St Paul's Lutheran School - Milford St Peter and Paul - Nauvoo St Philomena School - Peoria St Rose School - Wilmington St Thomas the Apostle - Peoria Heights St Vincent De Paul - Peoria Temple Christian Academy - Moline Trinity Catholic Academy - La Salle Unity Christian School - Fulton Unity Christian School - Momence Zion Lutheran School - Beecher SCHOOL SYSTEMS Diocese of Joliet

# 21. Upload your Contribution Authorization Certificate that you received in step 17 above.



# 22. Complete your payment information.





usbank.

Customer Service Help Privacy Policy A Security

# 24. Print your confirmation.





Thank You

Illinois made history in August of 2017 with the passage of its Tax Credit Scholarship (TCS) program. Democrat and Republican lawmakers from across the state came together to support quality education options for Illinois children.

Visit Empower Illinois's advocacy partner, One Chance Illinois and thank your lawmaker today for making your tax credited donation possible and let them know that their actions are making a significant difference in the lives of children.

Thank Your Legislator