



HOW TO DONATE

TAX CREDIT SCHOLARSHIP PROGRAM

Whether you contributed last year or are a first-time donor, here's what you need to know to complete the donation process.

If you have not activated an account with the Illinois Department of Revenue, you need to:

1. Request Letter ID
2. Activate Your Account
3. Reserve Your Credit
4. Make Your Donation

If you have activated an account with the Illinois Department of Revenue, you can skip to page 4.

If you have questions, please call (309) 644-4524 or email donors@empowerillinois.org for assistance.

REQUEST LETTER ID

01. 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 the 'Individuals' tab

02. Click on 'Request a Letter ID'; under the 'Miscellaneous' section

03. Enter your Social Security Number and one of the following:

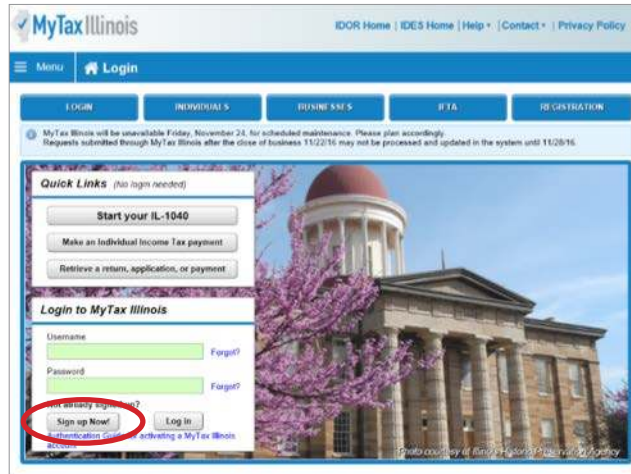
- IL-PIN
- Most Recent Adjusted Gross Income
- IL Driver's License Number
- IL State Identification Number

04. Click 'Submit' and enter and confirm your email address; then click 'OK' to submit and receive your confirmation.

05. Your Letter ID will be mailed to the address on your last year's tax return. You should receive it within 7-10 business days.

AFTER YOU HAVE RECEIVED YOUR LETTER ID ACTIVATE YOUR ACCOUNT

06. Log on to mytax.illinois.gov and click 'Sign Up Now'



07. Select SSN, 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 most recent Adjusted Gross Income (AGI). If you choose your IL PIN, click on 'Look Up My IL PIN' and go to Step 8. If you choose your most recent AGI, go directly to Step 9.

A screenshot of the MyTax Illinois 'NEW ACTIVATION' page. The page title is 'NEW ACTIVATION' and the section is 'Activation Summary'. It asks the user to 'Select the taxpayer ID type you want to use to activate your MyTax Illinois account.' The 'SSN' option is selected and circled in red. Below this, there are fields for 'Sales Account Id', 'License Number' (with a checkmark), and 'Service Bureau ID'. A question asks 'Are you trying to activate your MyTax Illinois account for Individual Income Tax?' with 'Yes' selected. A note states: '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.' There is a 'Letter ID' field with the value '0A00021264532295'. Below this, it says 'Provide ONE of the following:' and offers two options: 'Individual IL-PIN Look up my IL-PIN' (with the value '17244502') and 'Prior Year Adjusted Gross Income' (with the value '0.00'), which is circled in red. At the bottom, there is a 'Web Contact Information' section with fields for 'Your Name' (Charles), 'Email', 'Contact Phone' ((800)740-2150), and 'Alternate Phone'.

08. If you choose to look up your Individual IL PIN click on 'Look Up My IL PIN'

- Enter your SSN and either your IL Driver's License or your most recent Adjusted Gross Income
- 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

Re-print my Basset Card
File a Liquor Control Commission complaint

Request

IL-PIN Inquiry

Social Security Number: [REDACTED]

IL-PIN: [REDACTED]

Back

Miscellaneous

- Request a Letter ID
- File a Use Tax Return (Form ST-44)
- File a Cigarette Use Tax Return (Form RC-44)
- Re-print my Basset Card
- File a Liquor Control Commission complaint

1040-E, or IL-900-I payment
s / extension payments

09. Enter your Letter ID and your IL PIN. 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: Charles
Contact Phone: (830)740-2150
Email: charles.palya@gmail.com
Alternate Phone: [REDACTED]

Web Logon Information:

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

Pick your password:
[REDACTED]

Password Rules:

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

In case you forget your password:
In what city does your nearest sibling live?
Chicago

Confirm Important Information:

Confirm Email: charles.palya@gmail.com
Confirm Password: [REDACTED]

MyTax Illinois

IDOR Home | IDES Home | Help | Contact | Privacy Policy

Menu | Login | Request

Submit | **Next**

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:

10. Click 'OK' on the next screen. You will receive email confirmation that your account was activated

RESERVE YOUR CREDIT

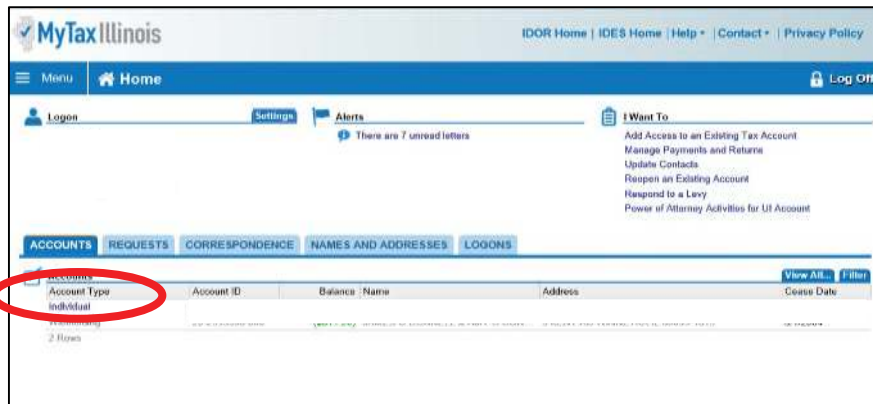
Only donors who have activated an account with the Illinois Department of Revenue will be able to reserve a Tax Credit. If you have a Username from a previous year, log in using that Username and Password. If you cannot access your account, contact IDOR at 800-732-8866 to resolve this issue. If this is your first time logging into your account after creating it, you will need to enter the Activation Code you received from IDOR after your account was created.

11. Visit mytax.illinois.gov and log in



12. 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.



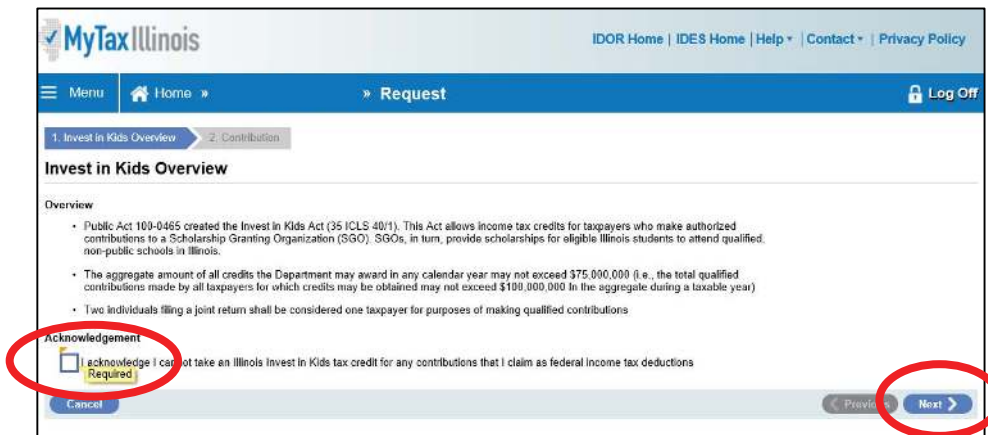
13. Under the "I Want To" section in the top right corner, click on "Contribute to Invest in Kids."

- This will take you directly to the credit application.



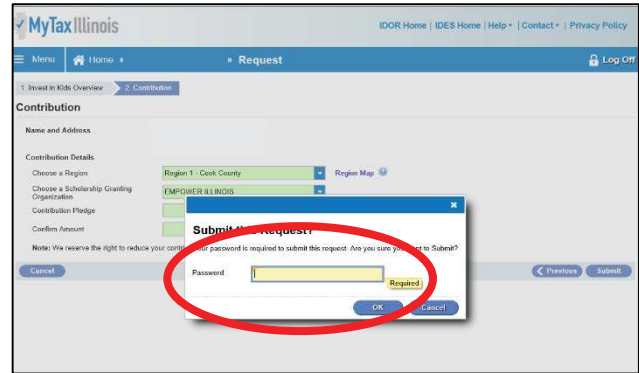
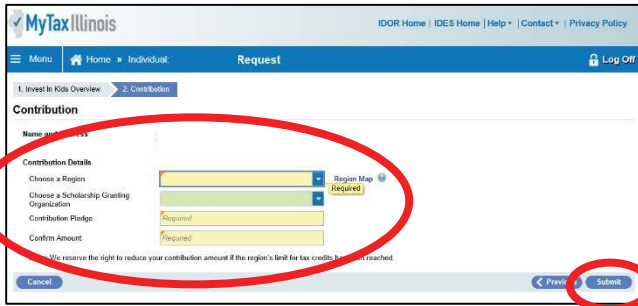
14. The first screen of the application is an overview of the program

- It 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.



15. 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.



MAKE YOUR DONATION

16. Visit EmpowerIllinois.org

- On the donor page, click "donate" and follow the prompts to donate by check, online or using stocks and bonds



For more information or questions, please call (309) 644-4524 or email donors@empowerillinois.org.