



# 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](mailto:donors@empowerillinois.org) for assistance.

## REQUEST LETTER ID

### 01. Log on to [mytax.illinois.gov](http://mytax.illinois.gov)

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- 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

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

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- 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.

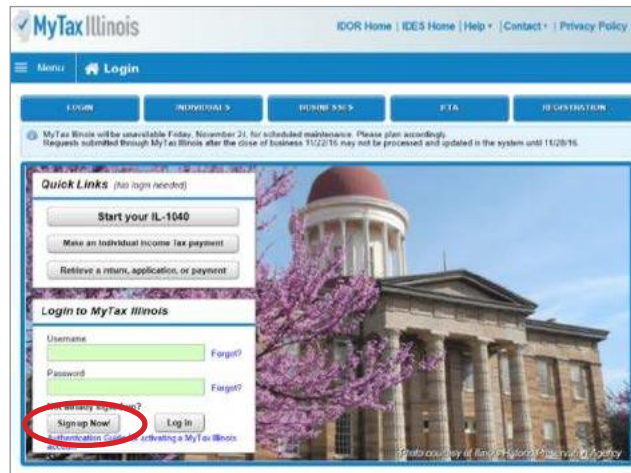
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### 05. Your Letter ID will be mailed to the address on your last year's tax return. You should receive it within 7-10 business days.

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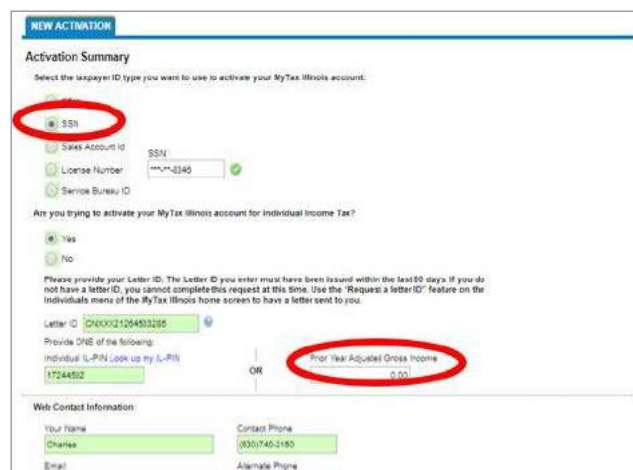
# AFTER YOU HAVE RECEIVED YOUR LETTER ID ACTIVATE YOUR ACCOUNT

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



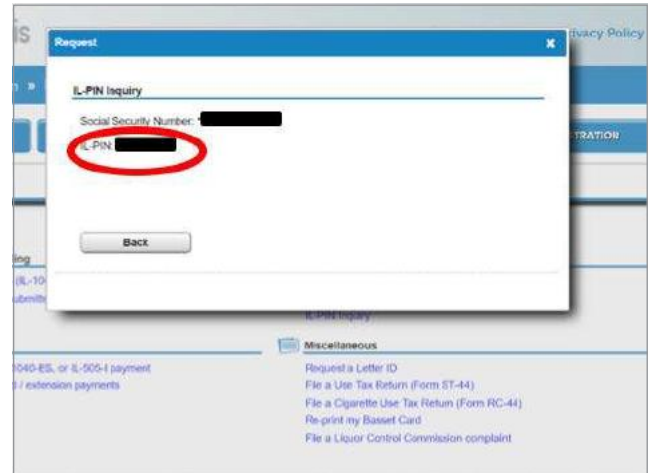
**07.** Select SSN, enter your Social Security Number and click submit; then click 'Yes' to begin activating your account

- 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.



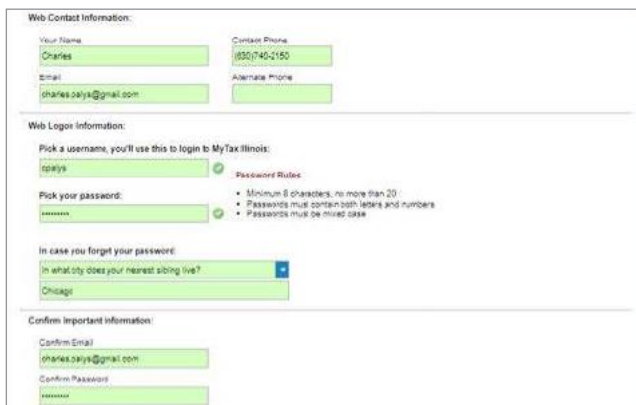
**08.** If you choose to look up your Individual IL PIN click on 'Look Up My IL PIN'

- 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'



**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



**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.



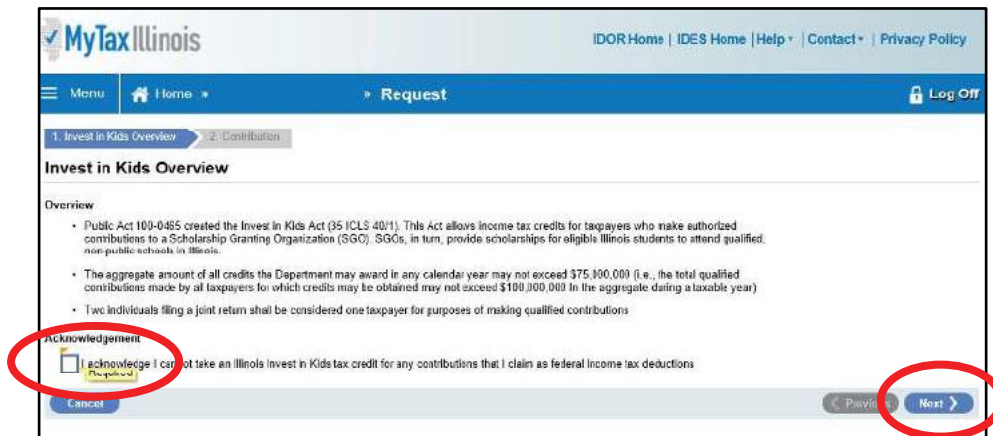
**13.** Under the "I Want To" section in the top right corner, click on "Contribute to Invest in Kids."

- This will take you directly to the credit application.



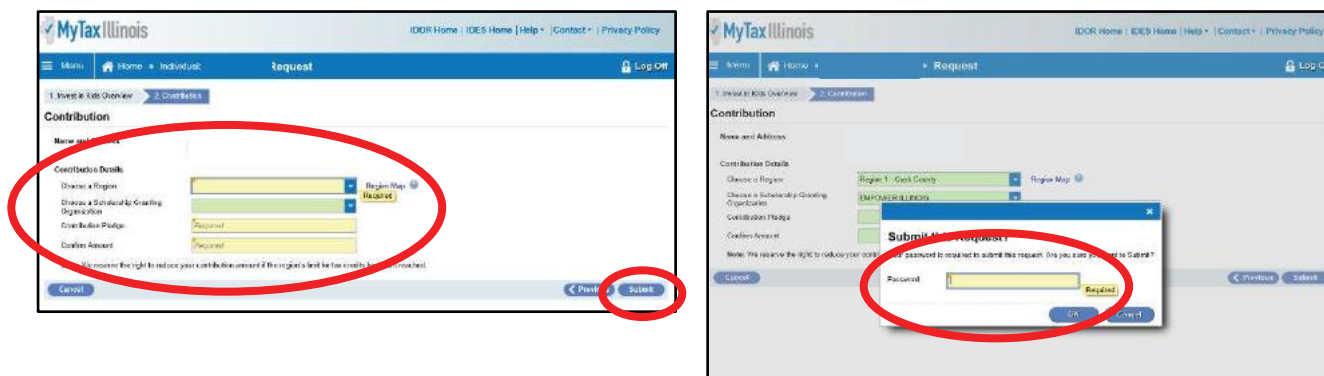
**14.** The first screen of the application is an overview of the program

- 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](mailto:donors@empowerillinois.org).