

Process Overview & Step by Step Walkthrough

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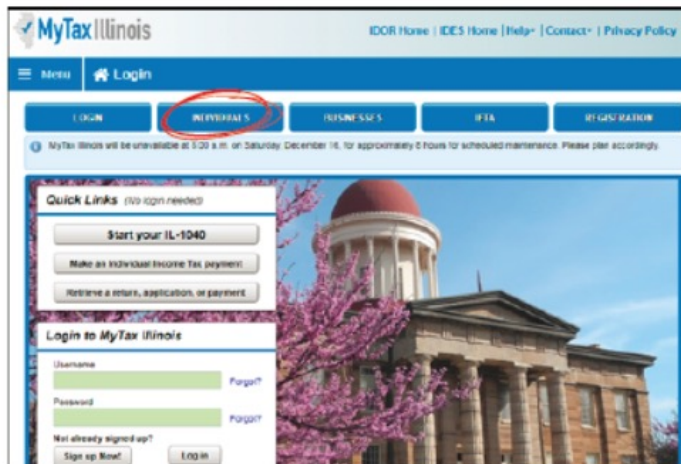


STEPS TO RESERVE A TAX CREDIT FOR THE ILLINOIS TAX CREDIT SCHOLARSHIP PROGRAM

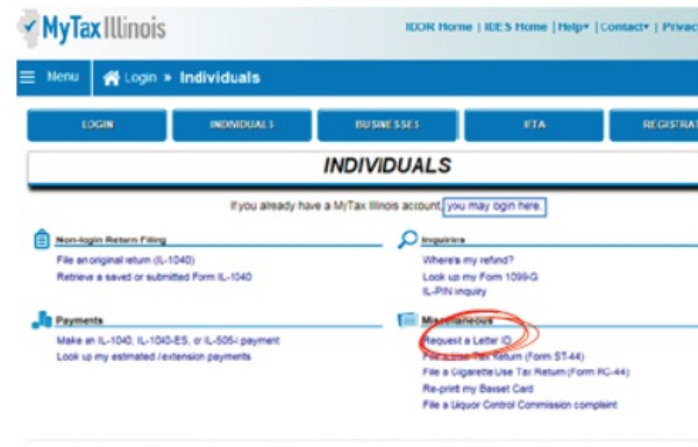
The credits are awarded on a first-come, first-served basis and donors must have a MyTax Illinois account in order to reserve credits.

1. Register with the Illinois Department of Revenue by setting up a MyTax Illinois online account.

In order to create a MyTax Illinois account, you first need to Request a Letter ID from mytax.illinois.gov. If you already have a MyTax Illinois account, skip to Step 3 on page 4.



1a) Click on the "Individuals" menu.



1b) Click on "Request a Letter ID."

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mytax illinois

Menu Login Individuals Request

Letter ID Request

Submit

1. Social Security Number [REDACTED]

2. Please enter ONE of the following:

- IL_PIN
- Prior Year Adjusted Gross Income
- Illinois Driver's License Number
- Illinois State Identification Number

Submit this request?

You are required to enter and confirm your email address to verify this request.

Email [REDACTED]

Confirm Email [REDACTED] Required

OK Cancel

1c) On the "IIT Letter ID Request" page enter your Social Security Number and one of the following: an IL_PIN, 2017 Adjusted Gross Income, IL Driver's License Number, or IL State Identification Number.

1d) Click "Submit" and enter and confirm your email address.

MyTax Illinois IDOR Home

Menu Login Individuals Request Confirmation

Confirmation

Congratulations! You have submitted your Letter ID request. Please note that your request may take several day Postal Service in 7 to 10 days.

Your confirmation number is [REDACTED]

Submitted On [REDACTED] (Central Time)

Request Type: IIT Letter ID Request

You may print this page for your records. This confirmation screen will not be accessible once you navigate away from this page.

If you have questions, please visit our website at tax.illinois.gov or call us at 1 800 732-8866. Reference the confirmation number.

Printable Confirmation

OK

1e) Print confirmation.

1f) 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.

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2. Activate your MyTax Illinois Account.

The screenshot shows the MyTax Illinois website. At the top, there are navigation tabs: LOGIN, PERSONAL (circled in red), BUSINESS, IFTA, and REGISTRATION. Below the tabs, there's a message about system maintenance. A 'Quick Links' section contains buttons for 'Start your IL-1040', 'Make an Individual Income Tax payment', and 'Retrieve a return, application, or payment'. The 'Login to MyTax Illinois' section has fields for Username and Password, and a 'Sign up Now!' button (circled in red) and a 'Log in' button.

The screenshot shows the 'Activation Summary' page. It asks to select a taxpayer ID type: FEIN, SSN (selected), Sales Account ID, License Number, or Service Bureau ID. It then asks 'Are you trying to activate your MyTax Illinois account for Individual Income Tax?' with 'Yes' selected. Below this, it says 'Please provide your Letter ID. The Letter ID you enter must have been issued within the last 90 days...' and provides a 'Request a letter ID' link. There are two input fields: 'Letter ID' (circled in red) and 'Individual IL-PIN' (with a 'Link up my IL-PIN' link). An 'OR' separator is between the two fields, and 'Prior Year Adjusted Gross Income' is also a required field. A red arrow points to the 'Letter ID' field. Below are 'Web Contact Information' fields for Name, Contact Phone, Email, and Alternate Phone.

2a) Once you receive the "letter ID", you will be able to activate your MyTax Illinois account.

Click on "Sign up Now!"

2b) Enter all the required information on the new activation page, which includes the *Letter ID* you received in the mail and either your IL-PIN or your prior year adjusted gross income.

The screenshot shows a 'Request' window titled 'IL-PIN Inquiry'. It asks to enter information to get an IL-PIN. It lists two options: 1. Social Security number, and 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 (circled in red), or Illinois State Identification Number.

The screenshot shows the 'Request' window after the 'Request a letter ID' step. It shows the 'Social Security Number' field and the 'IL-PIN' field (circled in red). There is a 'Back' button at the bottom.

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Request

IL-PIN Inquiry

Enter the information below to get you 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.

Request

IL-PIN Inquiry

Social Security Number [REDACTED]

IL-PIN [REDACTED]

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

If you choose your IL PIN click on "Look Up My IL PIN" and follow these steps:

- Enter your Social Security Number and either your IL Driver's License or your Adjusted Gross Income
- Click Conduct Inquiry
- Copy your IL PIN and then click back

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The screenshot shows a registration form with the following sections:

- Web Contact Information:** Fields for "Your Name", "Contact Phone", "Email", and "Alternate Phone".
- Web Login Information:** Fields for "Pick a username, you'll use this to login to MyTax Illinois" and "Pick your password". A "Password Rules" section lists requirements: "Minimum 8 characters, no more than 20", "Passwords must contain both letters and numbers", and "Passwords must be mixed case".
- Security Question:** A dropdown menu for "In case you forget your password" with the question "In what city was your mother born?" and a text input field for the answer.
- Confirm Important Information:** Fields for "Confirm Email" and "Confirm Password".

At the bottom, there is a link: "Have a question about activating your MyTax Illinois Account? Click here to email us."

2c) Enter your "Letter ID" and your IL PIN and you will be prompted to enter:

- Your contact information
- A username and password
- A security question and answer
- Confirmation of your email & password

2d) Click submit to create your account.

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- Do you have a question about your MyTax Illinois Account? Click here to email us.**
- Confirm Important Information:** Fields for "Confirm Email" and "Confirm Password".

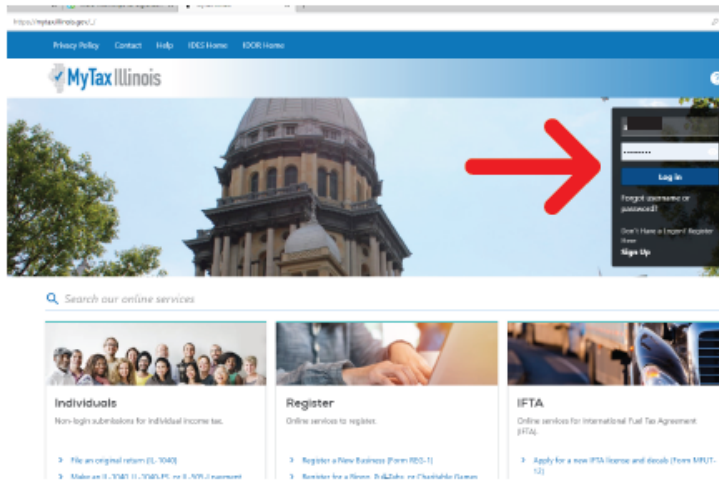
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- Your contact information
- A username and password
- A security question and answer
- Confirmation of your email & password

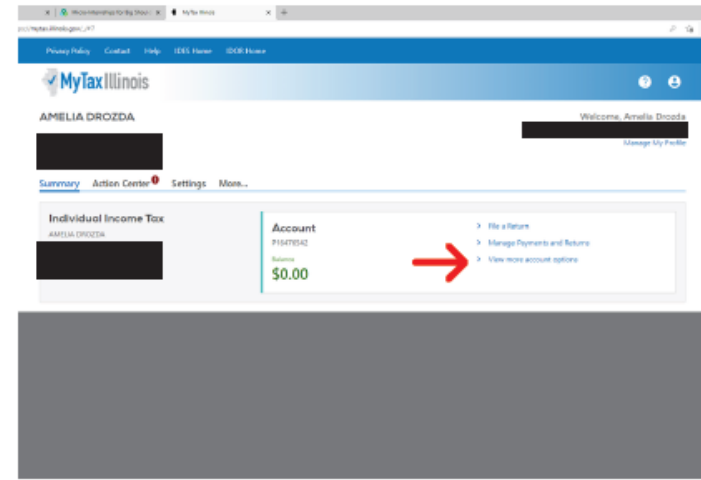
2d) Click submit to create your account.

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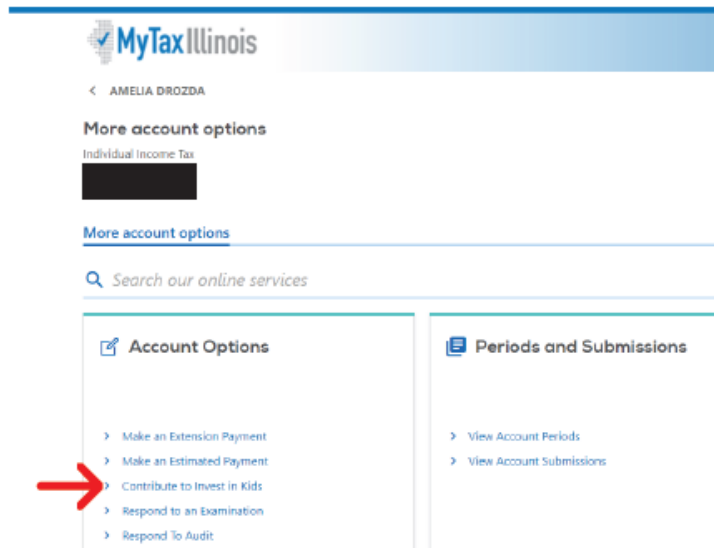
Big Shoulders Fund[®]



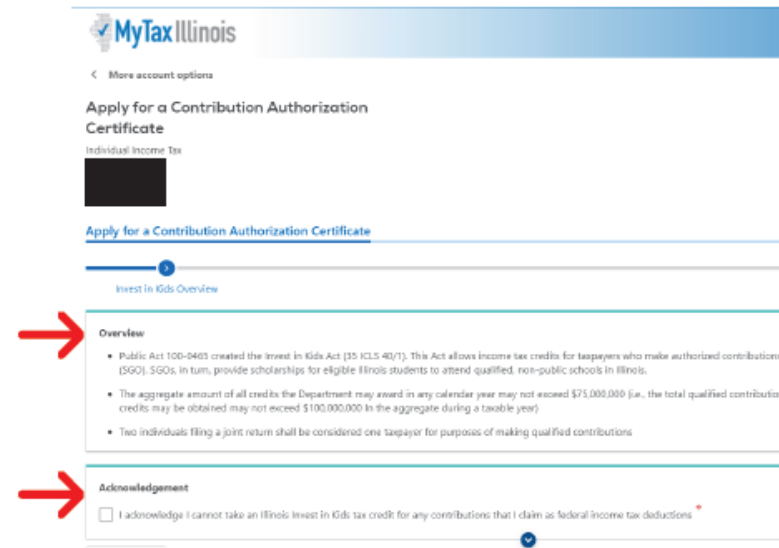
Log-in to your MyTax Illinois Account by visiting www.mytax.illinois.gov



Click on view more account options



Click on Contribute to Invest in Kids.



Complete Acknowledgement.

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MyTax Illinois

More account options

Apply for a Contribution Authorization Certificate

Individual Income Tax

Apply for a Contribution Authorization Certificate

Invest in Kids Overview Contribution

Name and Address

Contribution Details

Choose a Region * Required

Choose a Scholarship Granting Organization

Contribution Pledge * Required

Cancel Previous Submit

- Designate the region to which your contribution is directed. Big Shoulders Fund is authorized to issue scholarships in Region 1 - Cook County AND Region 2 - Northern Counties.
- Designate the Scholarship Granting Organization (e.g., Big Shoulders Fund).
- Enter the full amount of the contribution/donation to Big Shoulders Fund you intend to make (You will receive 75% credit of this on your Illinois state income taxes).
- Click submit and enter your password.

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4. Obtain the Contribution Authorization Certificate to make donation.

MyTax Illinois | IDOR Home | IDES Home | Help | Cont

Menu Home Individual [Redacted] Letters

UNREAD 0 ALL

Sent	Type	Period
1/22/2018	Invest in Kids Contrib Auth	
1/3/2018	MyTax Access Request	
12/18/2017	1099-G Letter	12/01/2015
9/2/2016	Statement of Account	
9/2/2016	Return Correction Notice-PO	12/01/2015
8/18/2015	Statement of Account	
8/18/2015	Final Notice of Tax Due -DBLL	12/01/2014

Invest in Kids Certificate of Receipt



January 22, 2018

Letter ID: [Redacted]
Account ID: [Redacted]

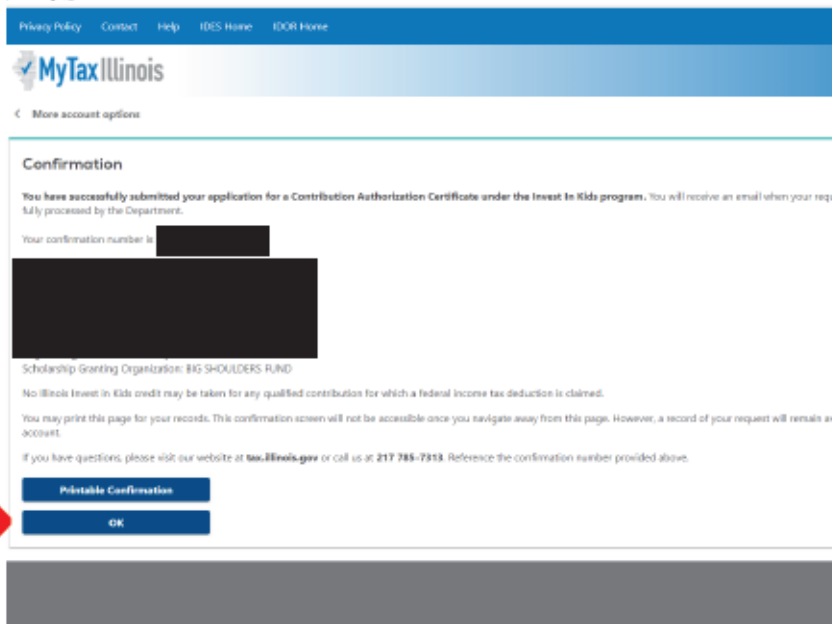
Certificate of Receipt

Certificate No. [Redacted]
Scholarship Granting Organization: BIG SHOULDERS FUND
212 W VAN BUREN ST STE 900
CHICAGO IL 60607-3974
Account ID: [Redacted]
Region: Region 1 - Cook County
For Tax Year: 2018

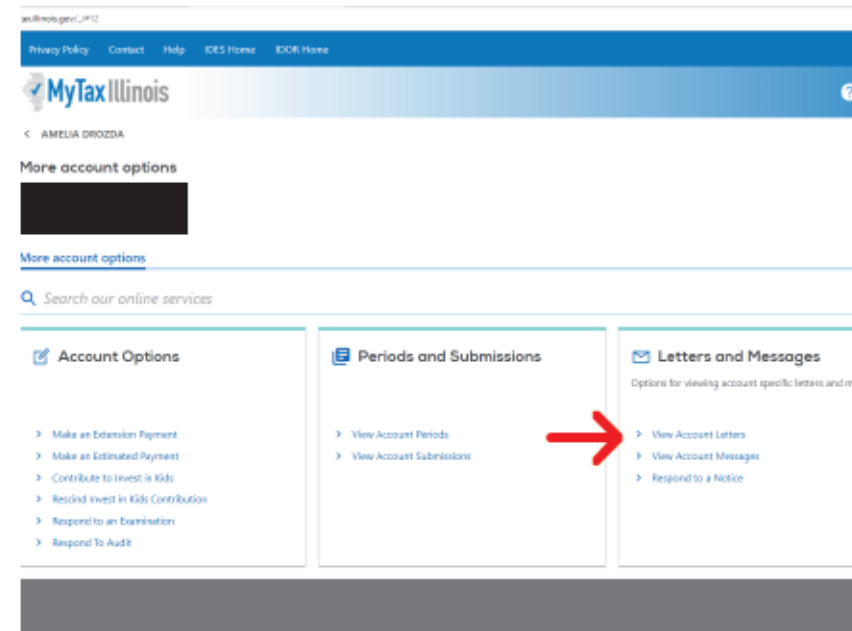
Date Contribution Received by SGO	Contribution Amount Received by SGO

4) You will receive your Contribution Authorization Certificate (CAC) via your MyTax Illinois in minutes. On the home page, click on individual and then click on correspondence. You then have 60 days (per CAC expiration date) to send your contribution and your CAC to a Scholarship Granting Organization such as Big Shoulders.

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To get a Copy of Your Certificate click Ok to go back to account options (you must obtain a copy of your Contribution Authorization Certificate to make donation).



Click on View Account Letters

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Privacy Policy Contact Help IDES Home IDOR Home

?

< More account options

Letters

Letters older than 12 months can be found using the search.

[Inbox](#) [Archived](#) [Search](#)

Letters			Archive All	<input type="text" value="Filter"/>
Sent	Type	Period		
10/12/2021	Invest in Kids Contributn Appl		Archive	
4/19/2021	MyTax Access Request		Archive	



Open [Invest in Kids Contribution Appl](#) and download to send to sgo@bigshouldersfund.org.

You have 60 days (per CAC expiration date) to send your contribution and your CAC to a Scholarship Granting Organization such as Big Shoulders Fund.

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Big Shoulders Fund.

Illinois Tax Credit Scholarship Donation Form

Thank you for supporting Big Shoulders Fund and the Illinois Tax Credit Scholarship.

This form is for use by donors who have already reserved their tax credit through the MyTax Illinois website and are ready to make their contribution. Please complete the [2021 Tax Credit Scholarship Program Donor Restriction Form](#) and upload your two-page [Contribution Authorization Certificate \(CAC\)](#) [here](#) before making your donation. CACs can also be submitted via email to sgo@bigshouldersfund.org.



Guidelines



2021 Tax Credit Scholarship Program Donor Restriction Form

Thank you for your generous support of the Illinois Tax Credit Scholarship program, made possible by the Illinois Invest in Kids Act. Use this form to provide more information about restrictions related to the use of your gift and the release of your information to benefiting schools. Please complete separate submissions for each Contribution Authorization Certificate (CAC).

For questions related to this form or the Tax Credit Program, contact sgo@bigshouldersfund.org or the Big Shoulders Fund main office: 312.751.8337.

Your donation: **\$0.00**

DONATION AMOUNT

CUSTOM QUESTION

Please enter the 10-digit Certificate No. found on your Contribution Authorization Certificate. *

Donor Email *

Contribution Authorization Certificate (CAC) Number *
Please enter the ten digit (xxx-xxxx-xxx) number found on page 2 of your CAC.

Have you already sent a copy of your CAC to Big Shoulders Fund? If no, please upload a copy of your CAC(s) below. *

Select

Contribution Authorization Certificate
Please upload a copy of your Contribution Authorization Certificate.

Drag and drop files here or [browse files](#)

Region *
Indicate the Region in which you have made your Tax Credit Reservation(s).

Select or enter value

Credit Reservation Amount *
Enter the total amount of the credit reservation on the Contribution Authorization Certificate.

Is your donation restricted for specific school(s) or a group of schools?
If yes, please list each school and the amount of the contribution you would like to designate for each. For school groups, please indicate your selection from the following: Big Shoulders Fund Region 1, Archdiocese Region 1, Agudath Israel Schools, Other. If Other, please provide more detail below.