

HOW TO DONATE TAX CREDIT SCHOLARSHIP PROGRAM

The Illinois Tax Credit Scholarship Program (TCS) will help low-income and working-class students receive a high-quality private education while offering a 75 percent income tax credit to individuals and businesses that contribute to a qualified Scholarship Granting Organization like Empower Illinois. To take advantage of this opportunity, you will need to visit mytax.illinois.gov to apply for the tax credit in January. The steps below provide instructions for signing up/activating your account once you receive your Letter ID. Please contact info@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
- 2016 Adjusted Gross Income
- IL Driver's License Number
- IL State Identification Number

The screenshot shows a 'Request' dialog box titled 'IL-PIN Inquiry'. The text inside reads: '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.' Below this, there are two numbered steps: 1. 'Social Security number' with a redacted input field. 2. 'Please enter ONE of the following and confirm your entry using the checkbox.' This step includes three radio button options: 'Adjusted Gross Income (from most recently filed return)', 'Illinois Driver's License Number' (which is selected), and 'Illinois State Identification Number'. There is also a checked checkbox that says 'I confirm that this information is associated with my Social Security number.' At the bottom of the dialog is a 'Conduct Inquiry' button.

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

This screenshot shows the same 'Request' dialog box as in step 03, but with the 'IL-PIN' text in the input field highlighted by a red circle. A 'Back' button is visible at the bottom of the dialog.

The screenshot shows two sections of a form. The first section, 'Web Contact Information', includes fields for 'Your Name' (Charles), 'Contact Phone' ((800)740-2150), 'Email' (charles.pays@gmail.com), and 'Alternate Phone'. The second section, 'Web Logon Information', asks for a username (spays), a password, and a security question ('In what city does your nearest sibling live?') with 'Chicago' selected. Below this is a 'Confirm Important Information' section with fields for 'Confirm Email' (charles.pays@gmail.com) and 'Confirm Password'. A link at the bottom says 'Have a question about activating your MyTax Illinois Account? Click here to email us.'

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 2016 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 2016 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 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

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.pajys@gmail.com
Alternate Phone: [redacted]

Web Logon Information:

Pick a username, you'll use this to login to MyTax Illinois:
cpays

Pick your password:
[redacted]

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

Confirm Important Information:

Confirm Email: charles.pajys@gmail.com
Confirm Password: [redacted]

MyTax Illinois

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Menu Login Request

Submit

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

Are you trying to Submit Activation Summary for Charles?

Yes
 No

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 ON: [redacted]
Individual IL: 17244502

OK **Cancel**

MyTax Illinois

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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

RESERVE YOUR CREDIT

As of January 2, 2018, Donors who have activated an account with the Illinois Department of Revenue will be able to reserve a Tax Credit.

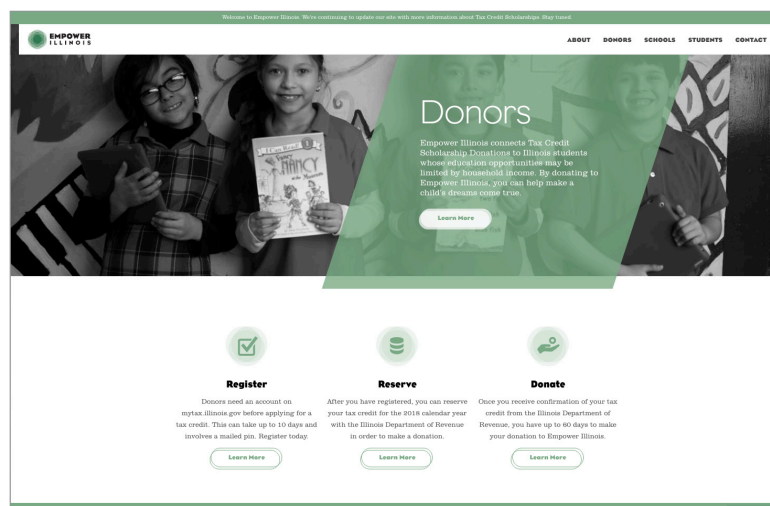
11. Visit mytax.illinois.gov and login



MAKE YOUR DONATION

12. Visit EmpowerIllinois.org

- Click on the Donor tab and follow the prompts



For more information or questions, contact Empower Illinois at info@empowerillinois.org.