

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. 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.

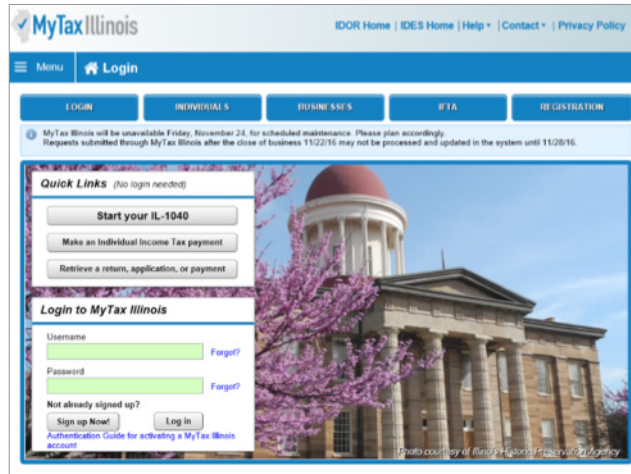
This screenshot shows the same 'Request' dialog box as in the previous image, but with the 'IL-PIN' text and its corresponding redacted input field circled in red. A 'Back' button is visible at the bottom of the dialog.

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) and a password, with a 'Password Rules' section listing requirements: minimum 8 characters, no more than 20, must contain both letters and numbers, and must be mixed case. It also includes a dropdown menu for 'In case you forget your password: In what city does your nearest sibling live?' with 'Chicago' selected. The final section, 'Confirm Important Information', has fields for 'Confirm Email' (charles.pays@gmail.com) and 'Confirm Password'.

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.

A screenshot of the 'NEW ACTIVATION' page on MyTax Illinois. The page is titled 'Activation Summary' and asks the user to select a taxpayer ID type. 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 30 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.' The 'Letter ID' field contains 'CN0002126453235'. Below this, there are two options: 'Individual IL-PIN Look up my IL-PIN' (with a field containing '17244502') and 'Prior Year Adjusted Gross Income' (with a field containing '0.00'), both circled in red. The 'Web Contact Information' section includes fields for 'Your Name' (Charles), 'Contact Phone' (830/740-2150), 'Email', 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 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.pays@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.pays@gmail.com
Confirm Password: [redacted]

MyTax Illinois

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

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

License Number: [redacted]

Service Bureau ID: [redacted]

Are you trying to Submit Activation Summary for Charles?

Yes

No

Please provide a Letter ID and Individual IL PIN.

Letter ID: [redacted]

Individual IL PIN: [redacted]

OK **Cancel**

MyTax Illinois

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

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.

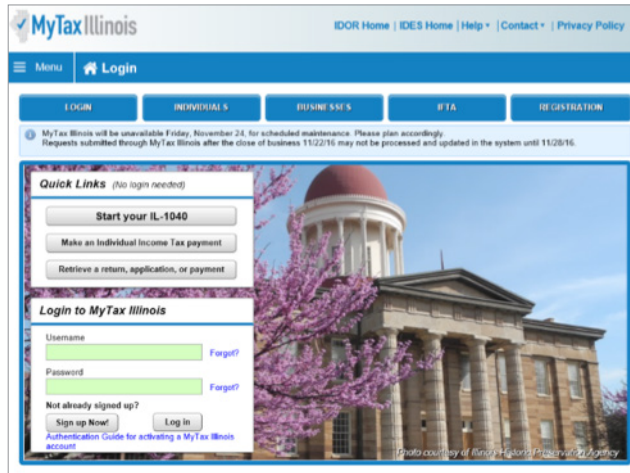
Printable Confirmation

OK

RESERVE YOUR CREDIT

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

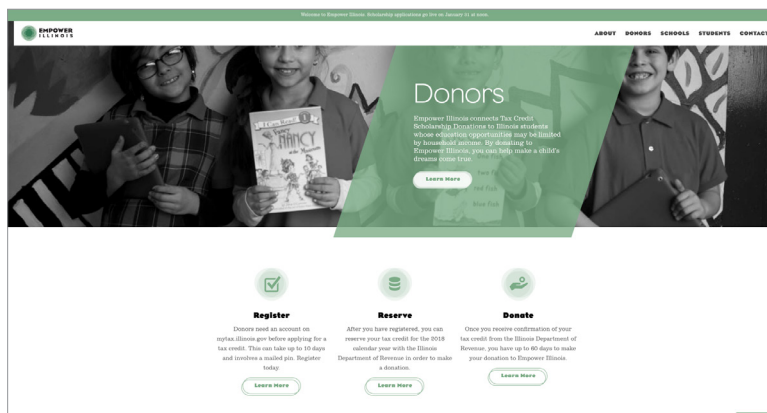
11. Visit mytax.illinois.gov and login



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.