

Illinois Tax Credit Scholarship Donor Instructions

The Tax Credit Scholarship Program (TCS) will help low income students receive a quality Catholic education while reducing or eliminating your State of Illinois income tax liability. To take advantage of this opportunity, you will need to use the mytax.illinois.gov website to apply for the tax credit. Below outlines the process.

What is the process for donating?

Beginning on January 2, 2018, individual and corporate donors will be able to reserve tax credits through <u>https://mytax.illinois.gov/</u>by following these steps:

1. Set up an account at <u>https://mytax.illinois.gov/.</u> This site will have the credit application on January 2nd.

- See the step-by-step instructions below on how to request a letter ID. Your letter ID is required before you can activate your "my tax" account.
- See the step-by-step instructions on how to activate your "my tax" account.
- 2. Apply for a tax credit on https://mytax.illinois.gov/ as soon as the application is open on the website. Donors will need to provide at least the following information (a complete list will be provided once available):
 - Social Security Number
 - Personal (or company) name and contact information
 - Name of SGO to which he/she plans to donate (Note: The SGO of choice for the Diocese of Joliet is Empower Illinois)
 - Amount he/she plans to donate
 - Region to which he/she plans to donate
- 3. Donate to an SGO within 60 days of application being approved (Note: The SGO of choice for the Diocese of Joliet is Empower Illinois).
 - o Designate the donation to Diocese of Joliet Catholic Schools
- 4. Provide certificate from the SGO to use tax credit when filing a 2018 return in 2019.

Strong interest may cause the cap to be reached within minutes of opening, as has happened in other states offering similar programs.

Tax Credit Scholarship Program MyTax.Illinois.Gov-Request Letter ID

The Tax Credit Scholarship Program (TCS) will help low income students receive a quality Catholic education while reducing or eliminating your State of Illinois income tax liability. To take advantage of this opportunity, you will need to use the mytax.illinois.gov website to apply for the tax credit. The steps below provide instructions for requesting a Letter ID, the first step toward getting an account.

STEP1: Logonto mytax.illinois.gov

- If you already have an account, enteryour username and password to verify
- If youdo NOT have an account, click on the word "Individuals" (second rectangle from te left)



STEP 2:Click on "Request a Letter 10";the first link in the "Miscellaneous Section"

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Tax Credit Scholarship Program MyTax.Illinois.Gov-Request Letter ID Continued

STEP 3: Enter your Social Security Number and one of the following: an IL-PIN, 2016 Adjusted Gross Income, IL Driver's License Number, or IL State Identification Number.

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STEP 4: Click 'Submit' and enter and confirm your email address; then click 'ok' to submit and receive your confirmation.

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STEP 5: 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.

Tax Credit Scholarship Program MyTax.Illinois.Gov-Activate Your Account

The Tax Credit Scholarship Program (TCS) will help low income students receive a quality Catholic education while reducing or eliminating your State of Illinois tax liability. To take advantage of this opportunity, you will need to use the mytaxillinois.gov website to apply for the tax credit in January. The steps below provide instructions for signing up/activating your account once you receive you Letter **ID**.



 $STEP1: Logon \ to \ mytax. illinois. gov \ and \ click \ on \ "Sign Up \ Now" \ on \ the \ lower \ left$

STEP 2:Select SSN and enter your SocialSecurity Number and click submit; then click "Yes" to begin activating your account

 Enter your Letter 10 and either your Individual 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 3. If you choose your 2016 AGI go directly to Step 4.

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STEP3:If you choose to look up your IndividuaiiL PIN click on "Look Up My IL PIN"

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 Income from 2016
- Click "Conduct Inquiry"
- Copy your IL PIN and then click "Back"

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STEP 4=Enter your Letter 10 and your IL PIN and when the screen expands enter...

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- A username and password
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STEPs:Click 'OK' when the next screen pop's up and you will receive a confirmation that your account was activated.



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