



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 [https://mytax.illinois.gov/](https://mytax.illinois.gov) by following these steps:

1. Set up an account at <https://mytax.illinois.gov/>. 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).
 - 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.

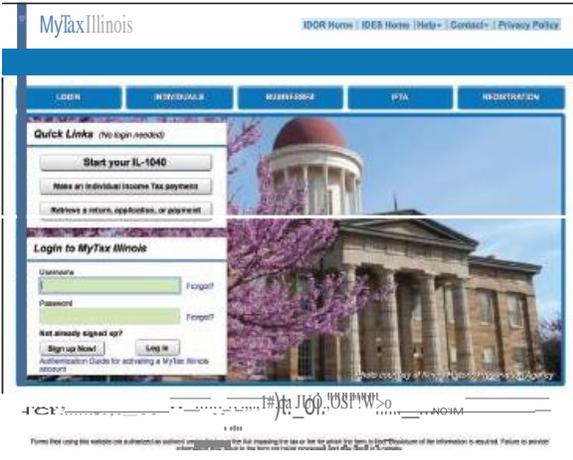
Tax Credit Scholarship Program

MyTax.Illinois.Gov-Request Letter ID

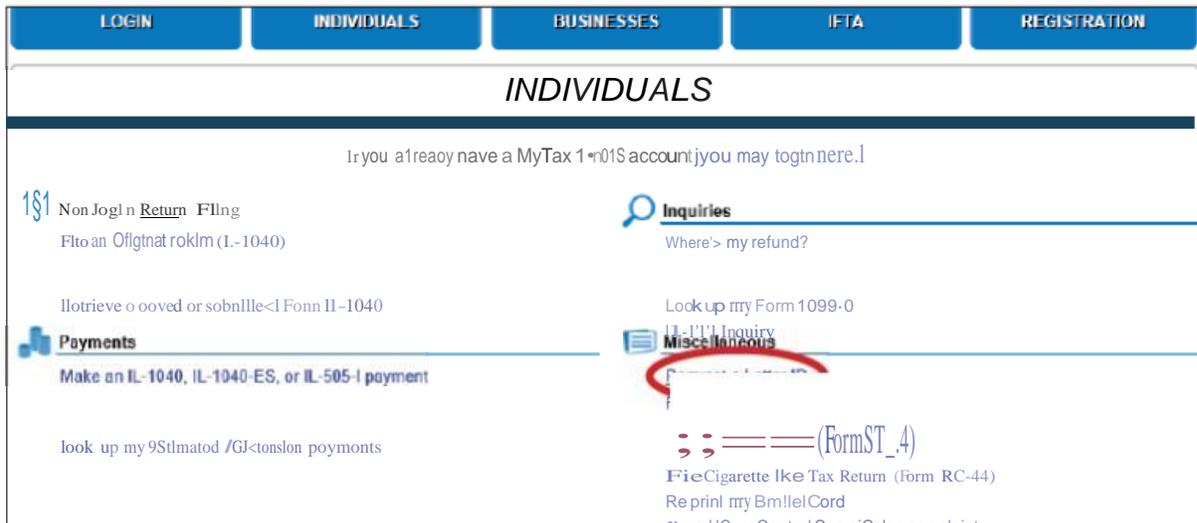
The Tax Credit Scholarship Program (TCS) will help low income students receive a quality Catholic education while reducing or eliminating your State of Illinois income tax liability. To take advantage of this opportunity, you will need to use the mytax.illinois.gov website to apply for the tax credit.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

STEP 1: Log onto mytax.illinois.gov

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



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



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.

MyTax Illinois IDOR Home | IDES Home | Help | Contact | Privacy Policy

Menu Login » Individuals » Request

Submit Cancel

Letter ID Request

Complete the information below to request your Letter ID and click submit. The Department will send you a notice with your Letter ID to the address listed on your most recently filed IL-1040 tax return. If your address has changed since filing your return and has not been updated with the Department, you will not be able to create a MyTax Illinois account. In the "Request a Letter ID" option on the IL-1040 using MyTax Illinois, you can file here.

Note: You will not receive your Letter ID to activate a MyTax Illinois account if you do not have a valid mail address on file with us.

Social Security Number: * * * * * -8346

2. Please enter ONE of the following:

IL-PIN

Prior Year Adjusted Gross Income:

IL Driver's License Number: *Required*

IL State Identification Number: *Required*

Format: 99-99 99-99

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

MyTax Illinois IDOR Home | IDES Home | Help | Contact | Privacy Policy

Menu Login » Individuals » Request

Submit Cancel

Letter ID Request

Please enter ONE of the following:

Prior Year Adjusted Gross Income

IL Driver's License Number

IL State Identification Number

Submit this request?

Cancel

MyTax Illinois

Menu Login » Individuals » Request » Confirmation

Confirmation

Congratulations! You have submitted your Letter ID request. Please note that your request will be processed in 7 to 10 days.

Your confirmation number is 1-453-178-768.

Submitted On: 11/0/2017 1:15:05 PM (Central Time)
Request Type: Letter ID Request

To my print page for your records. This confirmation screen will be available for 30 days.
If you have questions, please visit our website at tax.illinois.gov or call us at 1-800-352-3636.

Print Confirmation

OK

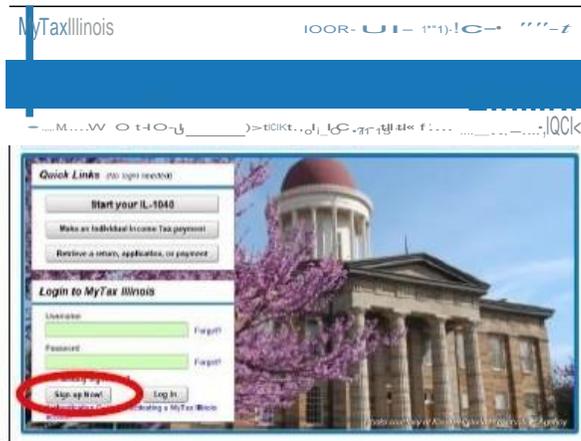
STEP 5: The Letter ID will be mailed to the address on your last year's tax return. You should receive it within 7-10 business days.

Tax Credit Scholarship Program

MyTax.Illinois.Gov-Activate Your Account

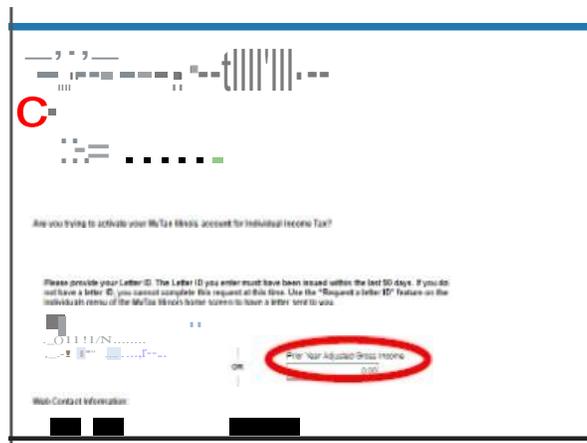
The Tax Credit Scholarship Program (TCS) will help low income students receive a quality Catholic education while reducing or eliminating your State of Illinois tax liability. To take advantage of this opportunity, you will need to use the mytaxillinois.gov website to apply for the tax credit in January.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

STEP 1: Logon to mytax.illinois.gov and click on "Sign Up Now" on the lower left



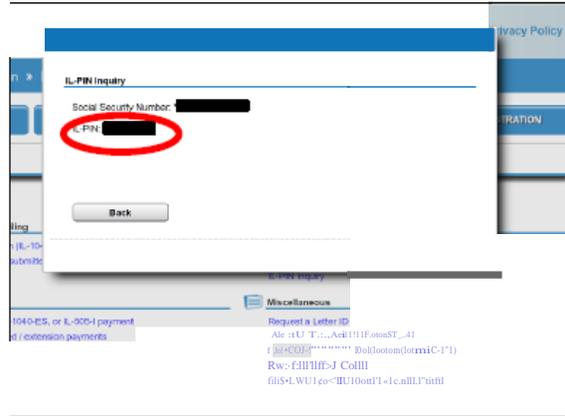
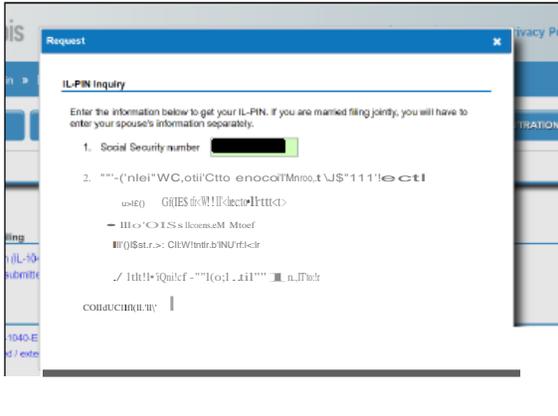
STEP 2: Select SSN and enter your Social Security Number and click submit; then click "Yes" to begin activating your account

- Enter your Letter 10 and either your Individual ID 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.



STEP 3: If you choose to look up your Individual IL PIN click on "Look Up My IL PIN"

- Enter your Social Security Number 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"

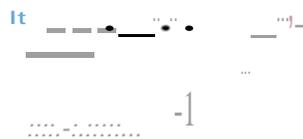


STEP 4: Enter your Letter 10 and your IL PIN and when the screen expands enter...

- Your contact information
- A username and password
- A security question and answer
- Confirmation of your email and password; and then submit



STEP 5: Click 'OK' when the next screen pop's up and you will receive a confirmation that your account was activated.



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