

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

NEW ACTIVATION

Activation Summary

Select the taxpayer ID type you want to use to activate your MyTax Illinois account:

- Sales Account Id
- SSN**
- License Number
- Service Bureau ID

SSN: ***-**-8346

Are you trying to activate your MyTax Illinois account for Individual Income Tax?

- Yes
- No

Please provide your Letter ID. The Letter ID you enter must have been issued within the last 90 days. If you do

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' followed by a redacted input field, and '2. Please enter ONE of the following and confirm your entry using the checkbox.' Under step 2, there are 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'. Below these options is 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.

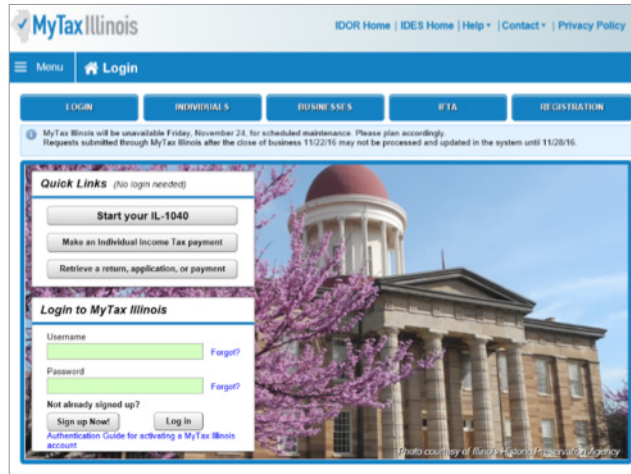
This screenshot shows the same 'Request' dialog box as in the previous image, but with the 'IL-PIN' text and its corresponding redacted input field circled in red. A 'Back' button is visible at the bottom of the dialog.

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', includes a 'Pick a username, you'll use this to login to MyTax Illinois:' field (spays), a 'Pick your password:' field with 'Password Rules' (Minimum 8 characters, no more than 20; Passwords must contain both letters and numbers; Passwords must be mixed case), and an 'In case you forget your password:' dropdown menu (Chicago). The third section, 'Confirm Important Information', includes 'Confirm Email' (charles.pays@gmail.com) and 'Confirm Password' fields.

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'

The screenshot shows a 'Request' window titled 'IL-PIN Inquiry'. It contains the following text: '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 are two numbered steps: 1. Social Security number (with a masked input field). 2. Please enter ONE of the following and confirm your entry using the checkbox. There are 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'. A checkbox is checked with the text 'I confirm that this information is associated with my Social Security number.' At the bottom left is a 'Conduct Inquiry' button. At the bottom right are links: 'Re-print my Basset Card' and 'File a Liquor Control Commission complaint'.

The screenshot shows the same 'Request' window, but now the 'IL-PIN' field is visible and circled in red. The 'Social Security Number' field is also visible and masked. A 'Back' button is located below the 'IL-PIN' field. At the bottom right, there is a 'Miscellaneous' section with links: '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', and 'File a Liquor Control Commission complaint'.

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

The screenshot shows two sections of a form. The first section is 'Web Contact Information' with fields for 'Your Name' (Charles), 'Contact Phone' (830/740-2150), 'Email' (charles.pajys@gmail.com), and 'Alternate Phone'. The second section is 'Web Logon Information' with fields for 'Pick a username, you'll use this to login to MyTax Illinois:' (cpajys), 'Pick your password:' (with password rules: Minimum 8 characters, no more than 20; Passwords must contain both letters and numbers; Passwords must be mixed case), 'In case you forget your password: In what city does your nearest sibling live?' (Chicago), and 'Confirm Important Information:' with 'Confirm Email' (charles.pajys@gmail.com) and 'Confirm Password'.

The screenshot shows the 'MyTax Illinois' website with the 'NEW ACTIVATION' page. It includes a 'Submit' button circled in red. The page contains the text: '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.' Below this is an 'Activation Summary' section with the text: '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

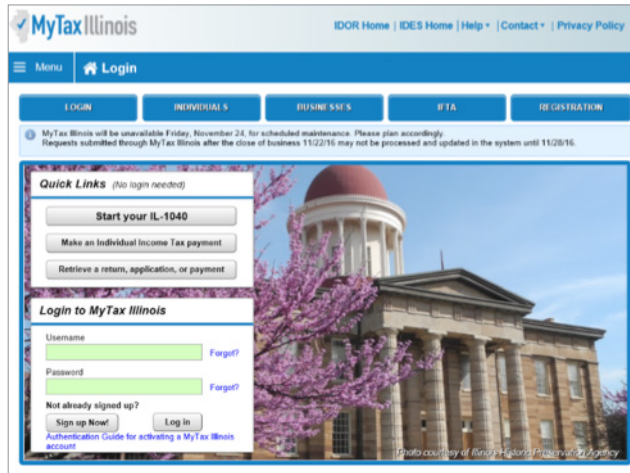
The screenshot shows a dialog box titled 'Are you trying?' with a 'Yes' button selected. The text inside says: 'Submit Activation Summary for Charles? Important: If you are establishing your first MyTax Illinois login, you are considered the primary user of your account with Master control capabilities. 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.' There are fields for 'Letter ID' and 'Provide ONI Individual IL' (17244502). At the bottom right, the 'OK' button is circled in red.

The screenshot shows the 'MyTax Illinois' website with the 'Confirmation' page. It contains the text: 'Congratulations! You have submitted all the necessary information for your MyTax Illinois account activation. Your confirmation number [masked]. 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.' At the bottom, there is a 'Printable Confirmation' button and an 'OK' button.

RESERVE YOUR CREDIT

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

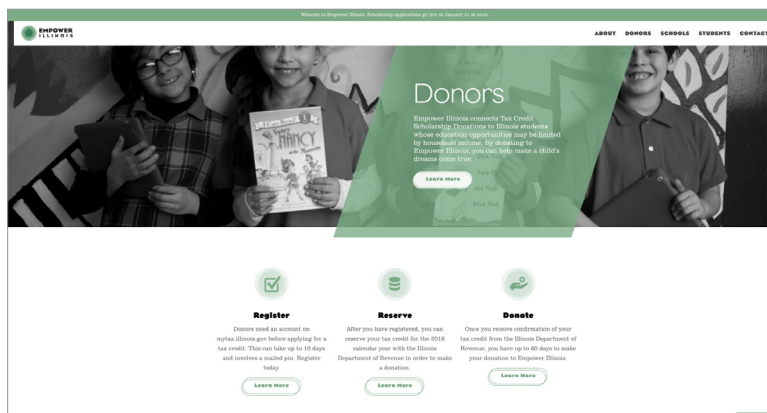
11. Visit mytax.illinois.gov and login



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.