

# Illinois Tax Credit Scholarship Program Process for Donors

In order to obtain an Illinois tax credit for your donation to an Illinois Scholarship Granting Organization (SGO), you must first activate an account with the Illinois Department of Revenue. In order to do so, you must obtain a “Letter ID” from the Illinois Department of Revenue (IDOR) and then activate an account. In January you will be able to access your account and indicate your intent to make a scholarship donation.

## MyTax.Illinois.Gov — Request Letter ID

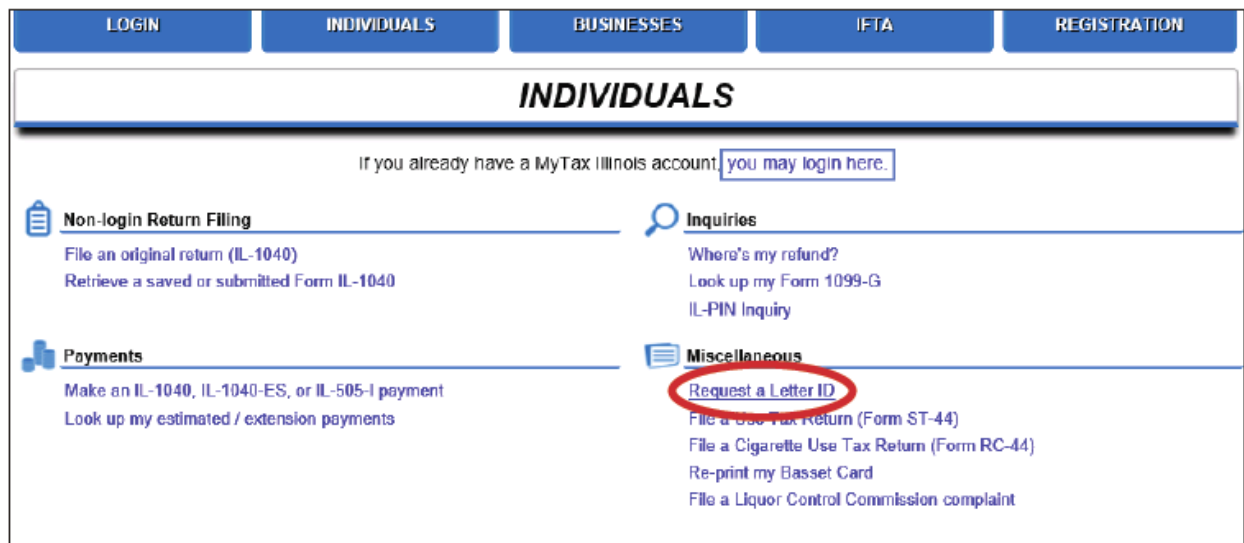
Steps to follow on the IDOR website to request the “Letter ID” are:

### STEP 1: 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 on the word “Individuals” (second rectangle from the left)



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



**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**

### IIT Letter ID Request

Complete the information below to request your Letter ID and click submit. The Department will send a notice with your Letter ID to the address filed on your most currently 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 using the "Request a Letter ID" option. If you want to file your 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 mailing address on file with us.

1. Social Security Number
2. Please enter ONE of the following:
  - IL-PIN
  - Prior Year Adjusted Gross Income:
  - Illinois Drivers License Number: **Required**
  - Illinois State Identification Number: **Required**  
Format: ?999-9999-9999

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

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Menu Login » Individuals » Request

**Submit** **Cancel**

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1. Social Security Number
2. Please enter ONE of the following:
  - IL-PIN
  - Prior Year Adjusted Gross Income:
  - Illinois Drivers License Number: **Required**
  - Illinois State Identification Number: **Required**  
Format: ?999-9999-9999

**Submit this request?**

You are required to enter and confirm your email address to verify this request.

Email

Confirmation Email  **Required**

**OK** **Cancel**

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

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 1-234-567-890.

Submitted On: 11/10/2017 3:35:05 PM (Central Time)  
Request Type: IIT Letter ID Request

You may print this page for your records. This confirmation screen will not be accessible after 10 days of this request.

If you have questions, please visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us at 1 800 732-8800.

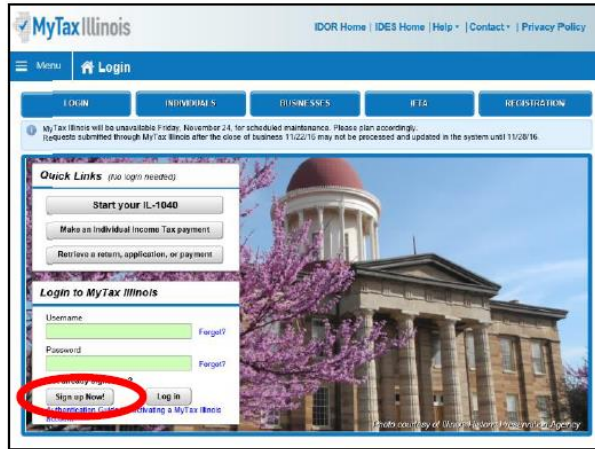
**Printable Confirmation**

**OK**

## MyTax.Illinois.Gov — Activate Your Account

After you receive the “Letter ID” in the U.S. Mail, you will need to activate your account. The following steps provide instructions for signing up/activating your account with the Illinois Department of Revenue after you receive your “Letter ID”:

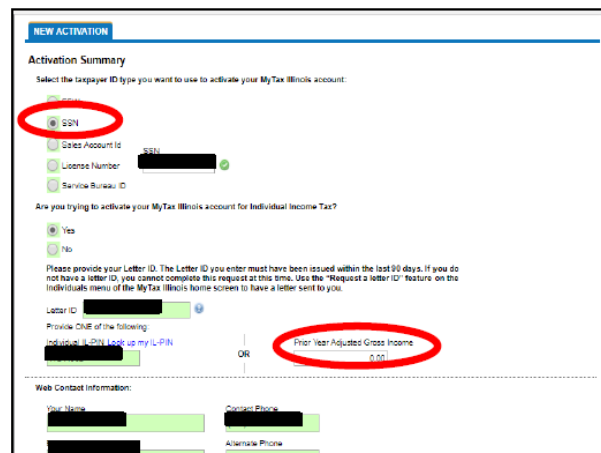
**STEP 1:** Log on to [mytax.illinois.gov](http://mytax.illinois.gov) and click on “Sign Up Now” on the lower left



The screenshot shows the MyTax Illinois website interface. At the top, there are navigation links for IDOR Home, IDES Home, Help, Contact, and Privacy Policy. Below the navigation bar, there are tabs for LOGIN, INDIVIDUALS, BUSINESS, ETA, and REGISTRATION. A notification banner indicates that MyTax Illinois will be unavailable on Friday, November 24, for scheduled maintenance. The main content area features a 'Quick Links' section with buttons for 'Start your IL-1040', 'Make an Individual Income Tax payment', and 'Retrieve a return, application, or payment'. Below this is the 'Login to MyTax Illinois' section, which includes fields for Username and Password, both with 'Forgot?' links. The 'Sign Up Now' button is circled in red.

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

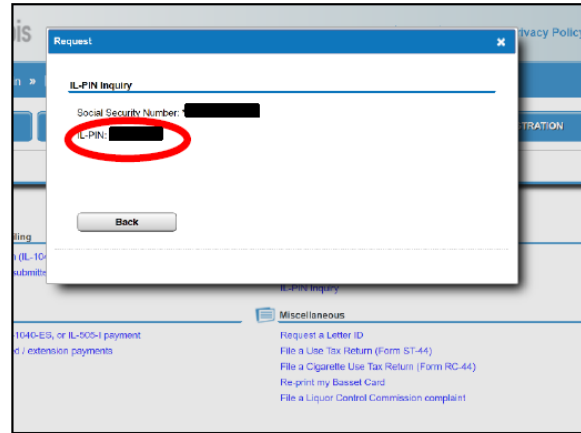
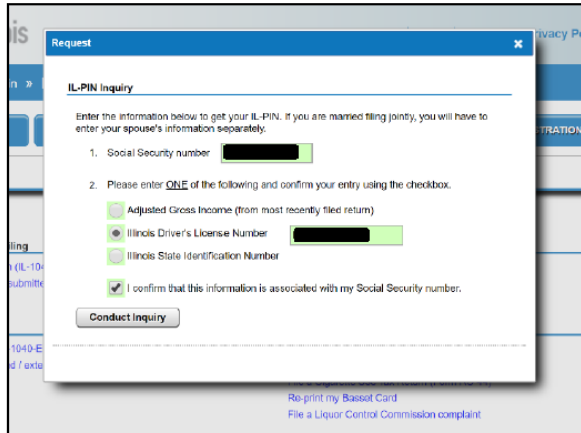
- Enter your Letter ID and either your Individual IL Pin or your 2016 Adjusted Gross Income (AGI). If you choose your IL PIN click on “Look Up My IL PIN” and go to Step 3. If you choose your 2016 AGI go directly to Step 4.



The screenshot shows the 'NEW ACTIVATION' page. Under the heading 'Activation Summary', there is a section 'Select the taxpayer ID type you want to use to activate your MyTax Illinois account:'. The 'SSN' option is selected and circled in red. Other options include Sales Account ID, License Number, and Service Bureau ID. Below this, there is a question '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 90 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 is filled with a masked value. Below this, there is a section 'Provide ONE of the following:' with two options: 'Individual IL PIN Look up my IL PIN' and 'Prior Year Adjusted Gross Income'. The 'Prior Year Adjusted Gross Income' option is circled in red. At the bottom, there is a 'Web Contact Information' section with fields for Your Name, Contact Email, and Alternate Phone.

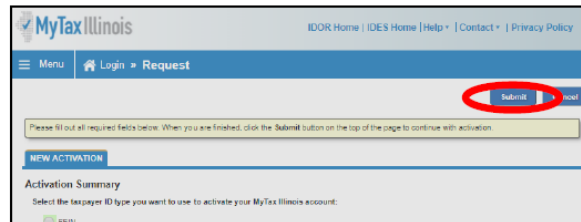
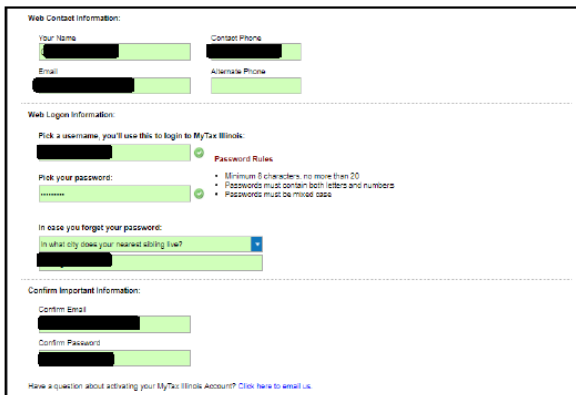
**STEP 3:** If you choose to look up your Individual IL PIN click on “Look Up My IL PIN”

- 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”

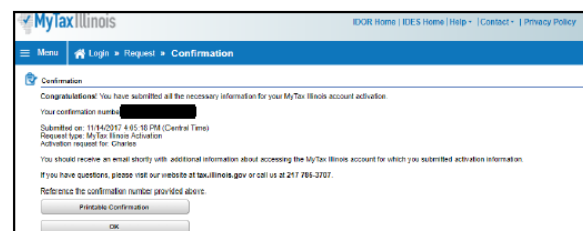
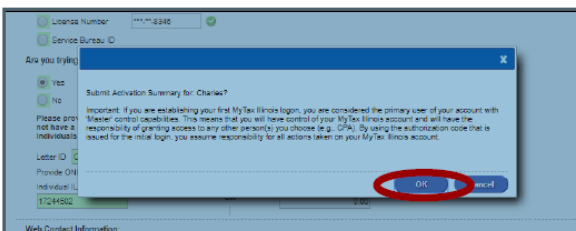


**STEP 4:** Enter your Letter ID and your IL PIN and when the screen expands enter...

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



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



**After your account has been opened with the Illinois Department of Revenue, you will be in a position to reserve a tax credit on January 2<sup>nd</sup>. After reserving a credit, logon to [www.empowerillinois.org](http://www.empowerillinois.org) and make your scholarship donation.**

**Thank you for your support of the Catholic Schools in the Diocese of Peoria!**