



HOW TO DONATE TAX CREDIT SCHOLARSHIP PROGRAM

Whether you contributed last year or are a first-time donor, here is what you need to know to complete the donation process.

If you have not activated an account with the Illinois Department of Revenue, you need to:

1. Request Letter ID
2. Activate Your Account
3. Reserve Your Credit
4. Make Your Donation

If you have activated an account with the Illinois Department of Revenue, you can skip to page 4.

REQUEST LETTER ID

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 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:

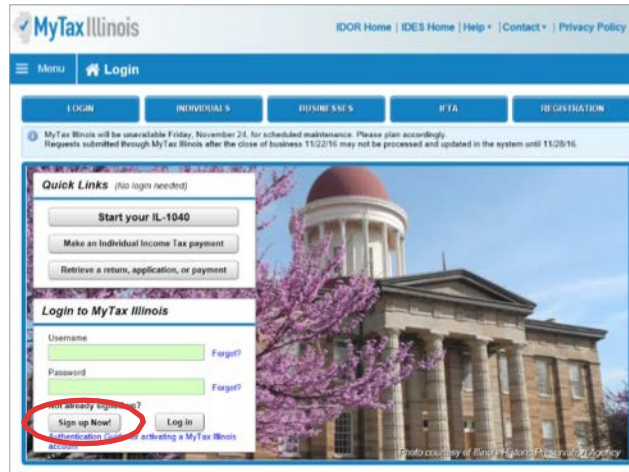
- IL-PIN
- Most Recent Adjusted Gross Income IL
- Driver's License Number
- IL State Identification Number

04. Click 'Submit' and enter and confirm your email address; then click 'OK' to submit and receive your confirmation.

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.'



7. 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 most recent 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 most recent 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 if the user is activating 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 contains '0N0021264533295'. Below this, there are two options: 'Individual IL PIN Look up my IL PIN' (with the value '17244502') and 'Prior Year Adjusted Gross Income' (with the value '\$ 00'). 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' (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 most recent
- Adjusted Gross Income 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 redacted field). 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' (selected), and 'Illinois State Identification Number'. There is also a checked checkbox: 'I confirm that this information is associated with my Social Security number.' At the bottom of the form is a 'Conduct Inquiry' button. Below the window, there are links for 'Re-print my Basset Card' and 'File a Liquor Control Commission complaint'.

This screenshot shows the same 'Request' window as the previous one, but with the 'IL-PIN' field circled in red. Below the form is a 'Back' button. At the bottom of the page, 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 'Web Contact Information' section has fields for 'Your Name' (Charles), 'Contact Phone' (830/740-2150), 'Email' (charles.pays@gmail.com), and 'Alternate Phone'. The 'Web Logon Information' section has a 'Pick a username, you'll use this to login to MyTax Illinois:' field (cpays), a 'Pick your password:' field, and a security question 'In case you forget your password: in what city does your nearest sibling live?' with 'Chicago' selected. Below this is a 'Confirm Important Information' section with 'Confirm Email' (charles.pays@gmail.com) and 'Confirm Password' fields.

The screenshot shows the 'NEW ACTIVATION' section of the MyTax Illinois website. It includes a 'Submit' button circled in red. Below the button 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.