

The credits are awarded on a first come, first served basis and donors must have a MyTax Illinois account to reserve credits. 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 on MyTax.Illinois.gov with the Illinois Department of Revenue, you need to:

I. Request Letter ID

II. Activate Your Account

III. Reserve Your Credit with Illinois Department of Revenue (IDOR)

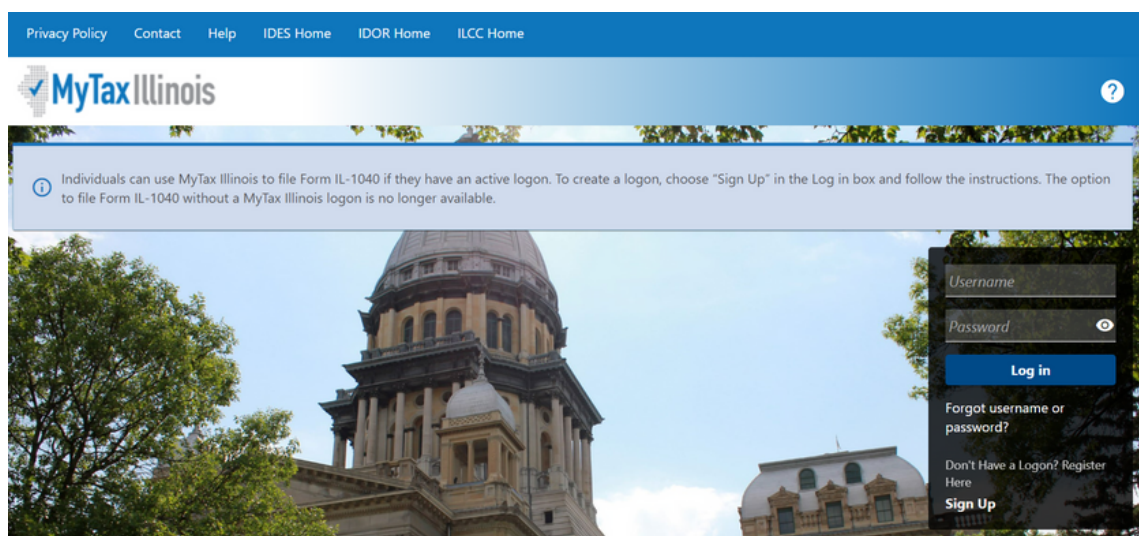
IV. Make Your Donation with Big Shoulders Fund

If you have activated an account with the Illinois Department of Revenue, you can go to "Reserve your credit with IDOR". Directions on this is located on page 5.

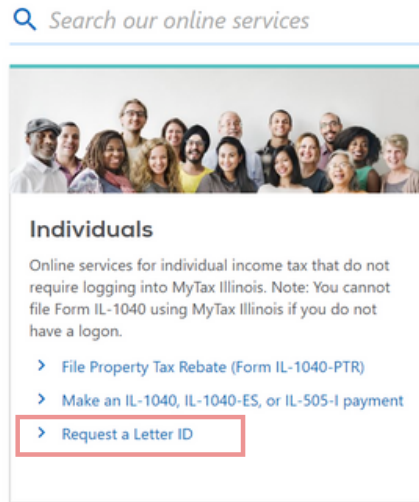
REQUEST LETTER ID

1. Visit mytax.illinois.gov

- If you already have an account, enter your username and password to verify.
- If you do NOT have an account, scroll down to the 'Individuals' box on the left.

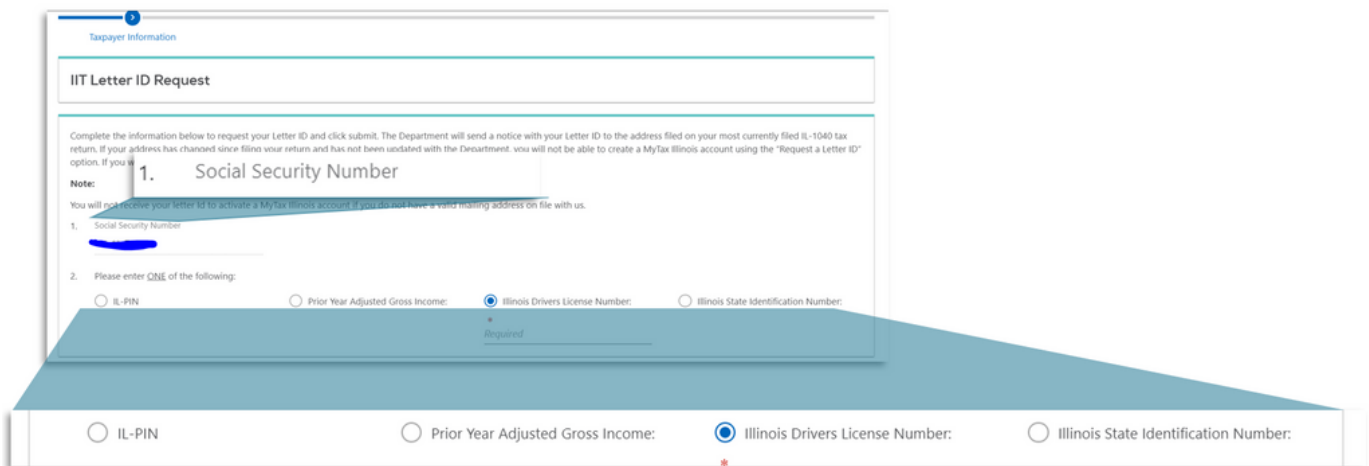


2. Click on 'Request a Letter ID.'

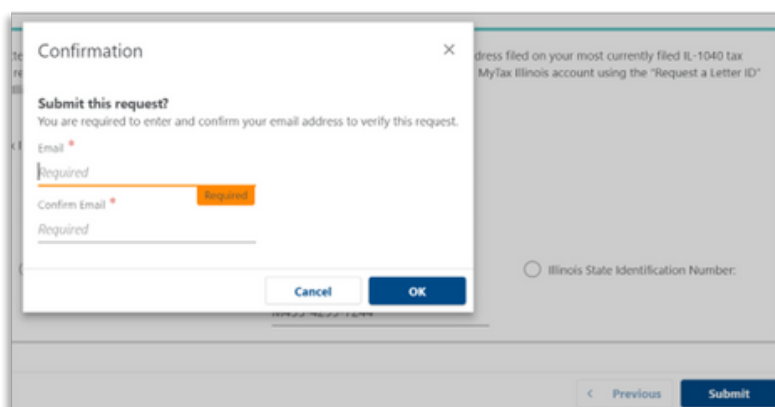


3. Enter your Social Security Number and one of the following:

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



4. Click 'Submit' in the bottom right of the screen and enter your email address (two times to confirm no typos); then click 'OK' to submit and receive your confirmation.



5. Take down your 10-digit confirmation code for your records and wait 7-10 business days for your Letter ID to arrive in the mail. Your Letter ID will be mailed to the address on your last year's tax return.

Confirmation

Congratulations! You have submitted your Letter ID request. Please note that your request may take several days to process. You should receive your letter by U.S. Postal Service in 7 to 10 days.

Your confirmation number is [REDACTED]

Submitted On: [REDACTED] (Central Time)
Request Type: IIT Letter ID Request

You may print this page for your records. This confirmation screen will not be accessible once you navigate away from this page. However, the Department will maintain a record of this request.

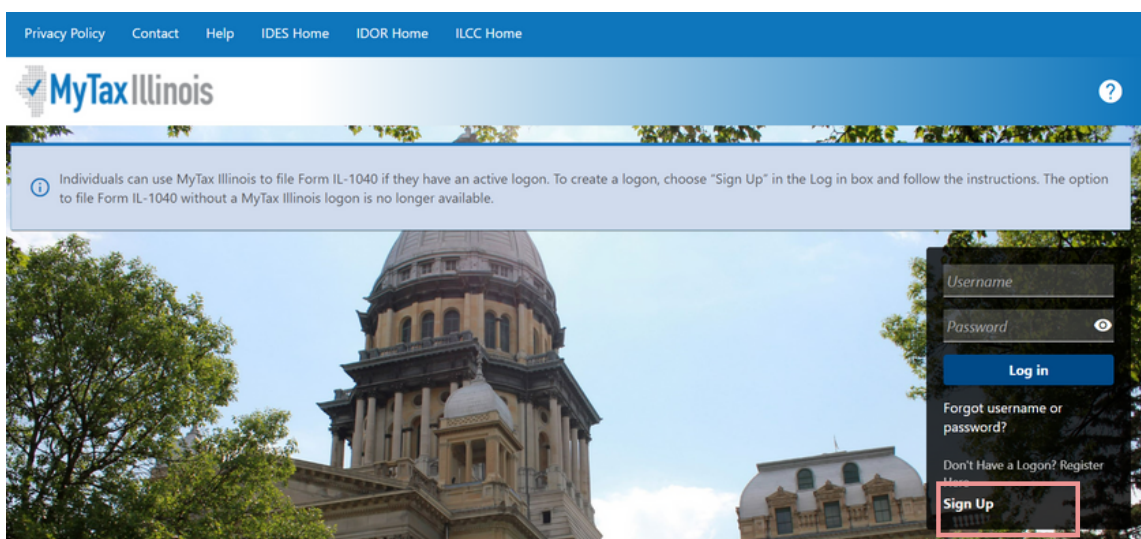
If you have questions, please visit our website at tax.illinois.gov or call us at **1 800 732-8866**. Reference the confirmation number provided above.

[Printable Confirmation](#)

[OK](#)

ACTIVATE YOUR ACCOUNT AFTER YOU HAVE RECEIVED YOUR LETTER ID

6. Go to mytax.illinois.gov and click 'Sign Up.'



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.

MyTax Illinois Activation

Individual Income Tax (Letter ID) New Activation

Activation Summary

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

- FEIN
- SSN or ITIN
- Sales Account Id
- License Number
- Service Bureau ID

Cancel < Previous Submit

8. 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
- Click 'Conduct Inquiry'
- Copy your IL PIN and then click 'Back'

9. 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

10. Click 'OK' on the next screen. You will receive an email confirmation that your account was activated. Please email Rev.MyTaxHelp@Illinois.gov with questions.

RESERVE YOUR CREDIT

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

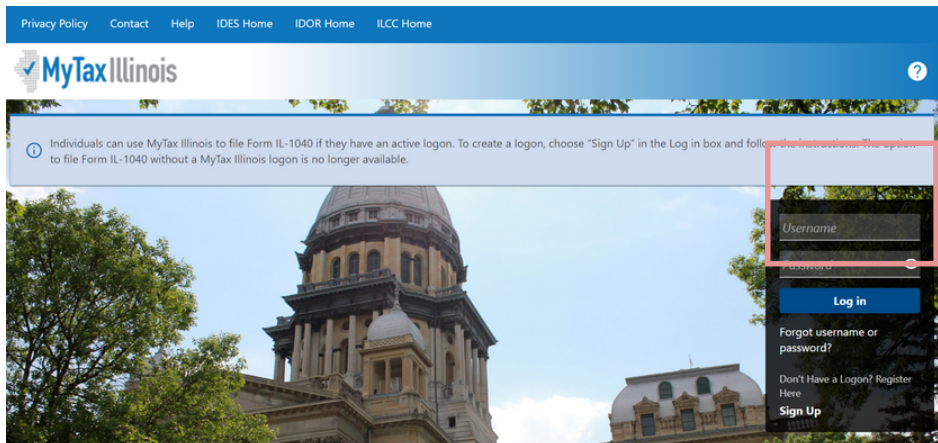
Returning Illinois Tax Credit Scholarship Donors:

- If you have a Username from a previous year, log in using that Username and Password.
- If you cannot access your account, contact IDOR at 800-732-8866 to resolve this issue.

New Tax Credit Scholarship Donors:

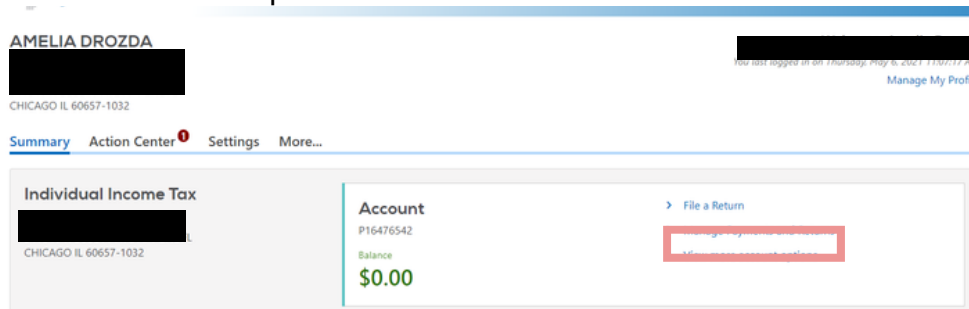
- As this is your first-time logging into your account after creating it, you will need to enter the Activation Code you received from IDOR after your account was created.

11. Go to mytax.illinois.gov and click 'Log-In.'

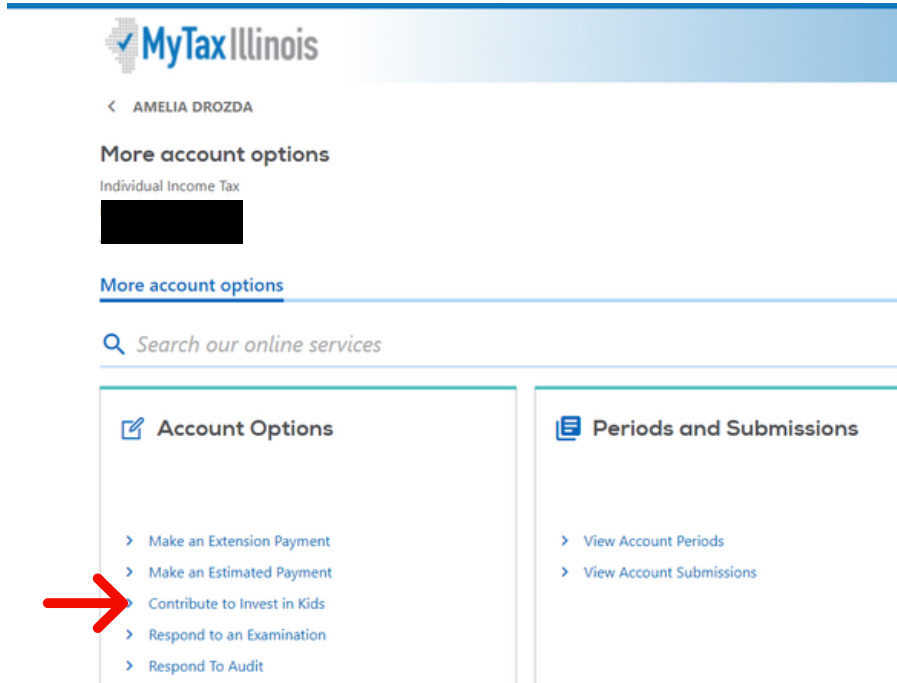


12. Once logged in, you will be taken to your home screen.

- Click "view more account options."

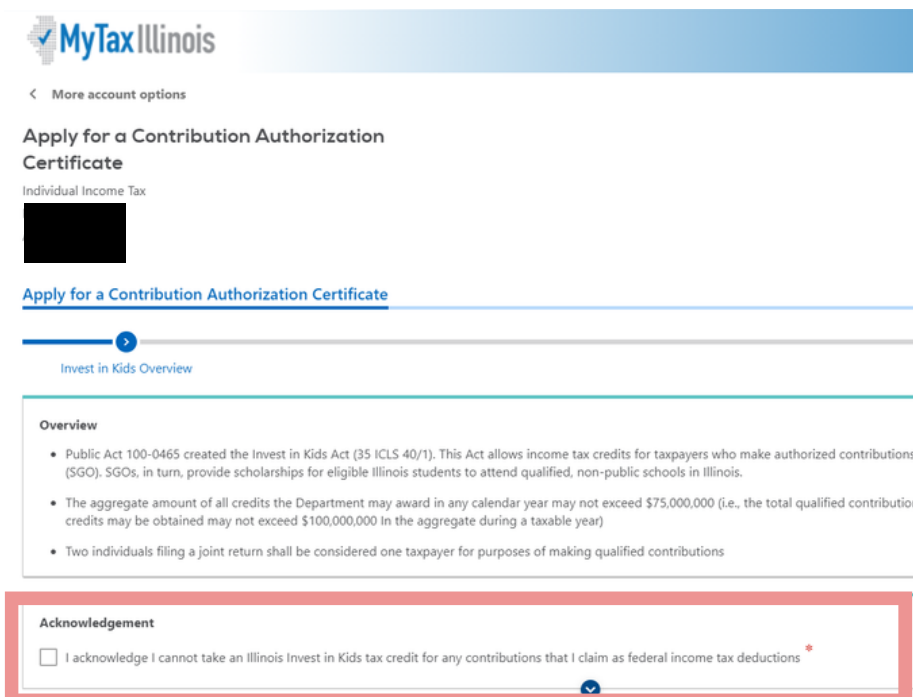


13. Under the "Account Options" section on the left-hand side of the screen, click on "Contribute to Invest in Kids."



14. The first screen of the application is an overview of the program.

- It asks you to acknowledge that you are not permitted to take state tax credit for any contributions that you claim as a federal deduction.
- Click the white and blue box to indicate you understand the restriction. Click the blue "Next" button in the bottom right corner.



15. Check "Invest in Kids Region" and click the blue "Next" button in the bottom right corner.

- Confirm your donation will be contributed to an Invest in Kids Region NOT a Technical Academy unless you would like to donate to a Trade School.

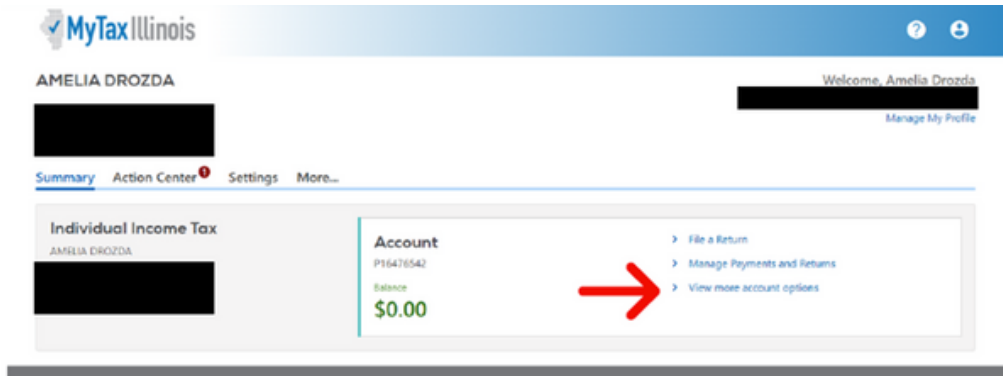
16. Fill out the requested information on the "Contribution" screen.

- Designate the region to which your contribution will be directed. Big Shoulders Fund is authorized to issue scholarships in Region 1 (Cook County) and Region 2 (Northern IL Counties).
- Designate the Scholarship Granting Organization (Big Shoulders Fund).
- Contribution Pledge: Enter the full amount of the contribution to Big Shoulders Fund you intend to make (Please Note: this is the TOTAL amount you plan to donate in that region. You will then get a tax credit valued at 75% of that donation.)
- Once filled out, click Submit and re-enter your MyTax.Illinois.gov password.

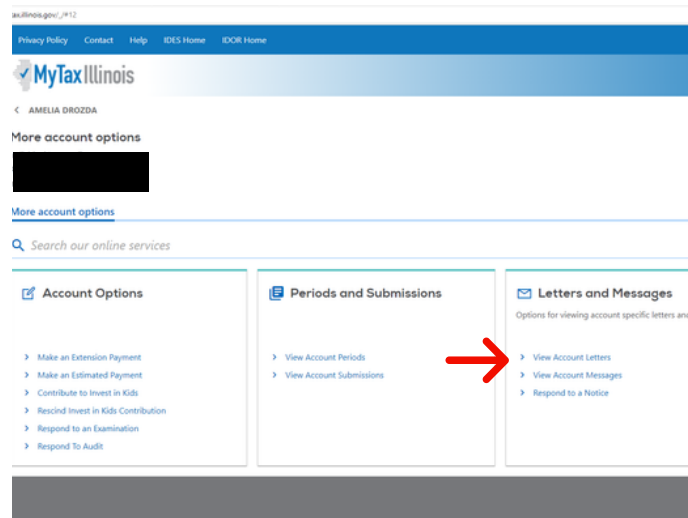
17. The final screen will be a confirmation that your application has been accepted. You may print a copy for your records.

18. Click OK to go back to account options and access Your Contribution Letter (Contribution Authorization Certificate) which you will need to make your donation with the Big Shoulders Fund.

- On your mytaxillinois home page, click "View More Account Options."



19. Click on View Account Letters



20. Under "Letters" you will see your "Invest in Kids Contribution Appl." This is your two page Contribution Authorization Certificate (CAC).

- Click on the link to open a PDF of your letter.
- Please download and save the PDF, as you will need it to upload on our smartsheet form or send to Big Shoulders Fund (sgo@bigshouldersfund.org)
- Please make sure the name on your CAC matches the name on the bank or investment account from which the donation is being drawn. As a reminder, under the Invest in Kids Act, corporate donors are not permitted to designate tax credit scholarship donations to specific schools.



Make Your Donation with Big Shoulders Fund

Steps To Donate

Step 1: Submit Certificate to Big Shoulders Fund

- Email to sgo@bigshouldersfund.org or
- [Online form](#)

Step 2: Make contribution:

- Check made out to Big Shoulders Fund:
 - Mail to 212 W Van Buren, Suite 900 Chicago, IL 60607
- Wire Transfer
- Stock Donation
 - Please contact Amy Drozda at adrozda@bigshouldersfund.org for more information on this option.
- [Online Secured Credit Card Donation](#)

Big Shoulders Fund will report your contribution to the Illinois Department of Revenue. The formal Certificate of Receipt will be available through your mytax.illinois.gov account. You will also receive an acknowledgement letter from Big Shoulder Fund.

Please contact us with any questions or support needs at:

Email sgo@bigshouldersfund.org or

Call 312.751.8337 or

Visit bigshouldersfund.org/tax-credit