



## **IL Income Tax Credits for Donors – Here's How:**

In order to take advantage of the opportunity to earn Illinois income tax credits while funding scholarships for students in non-public schools like St. Pat's, you must (a) set up your MyTax account (if you have not already done so), then (b) apply on-line for the tax credit, and (c) make your donation within the next 60 days, all as follows:

### **A. Set up Your MyTax Account**

- Log into [mytax.illinois.gov](http://mytax.illinois.gov) (note that “dots” both precede and follow “Illinois”)
- Click on the “Individuals” Tab
- On the right side, click on “Request Letter ID”
- Enter SSN and one of the following:
  - o IL PIN
  - o Prior Year Adjusted Gross Income
  - o IL Driver's License No.
  - o IL ID No.
- Click “Submit”
- You will receive a confirmation page. Print for your records.

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- In 7-10 days you will receive via U.S. mail your Request Letter with your Letter ID
- Once you receive the letter, log back into [mytax.illinois.gov](http://mytax.illinois.gov)

- Select “Sign Up Now”
- Select SSN
- Activate for Individual Income Tax? – Select “Yes”
- Provide Letter ID
- Provide IL-PIN (you can click there to find it) or Prior year AGI
- Follow prompts to enter your personal information
  - o Name, phone, e-mail
  - o User name and password
  - o Confirmation questions
- Once completed you will receive an e-mail confirmation with your activation number.
- Enter the number and your account will be activated.

## **B. Apply for Tax Credits**

- Go back to [mytax.illinois.gov](http://mytax.illinois.gov) and login to your MyTax account
- Once you are in your MyTax account, click on your Income Tax Account. (on the left side, under the word "Accounts," click on the word "Individual" which appears in blue)
- On the right-hand side, under the “I Want to” Section, click on the “Contribute to Invest in Kids” hyperlink to request the income tax credit
- Check the box indicating that you will not use the donation as a federal tax deduction
- Then, after submitting that, indicate:
  - o the amount you plan to donate
  - o the SGO to which you plan to donate (St. Pat’s recommends Big Shoulders Fund or, as a second choice, Empower Illinois) and
  - o the Region in which your school is located (St. Pat’s is located in Region 1).

## **C. Making Your Donation**

- Shortly after completing the above application for tax credits, you should receive an

e-mail from the Dept. of Revenue stating that your application is approved. It should also contain instructions on obtaining a copy of your Certificate of Authorization online.

- Print out the Certificate, and if your SGO is Big Shoulders, mail your check and copy of your Certificate, along with a cover letter (see next bullet point), to “Big Shoulders Fund” 212 West Van Buren, Suite 900, Chicago, IL 60607 within 60 days. It need not be directed to anyone in particular.)

- Your cover letter: To designate St. Pat's as a recipient of your donation, your cover letter to Big Shoulders should indicate that your payment is for the Illinois tax credit program and should be designated for “Saint Patrick High School, Chicago, IL.” We also recommend that you indicate "for Saint Patrick High School" in the memo section of the check. Alternatively, to donate online, go to the Big Shoulders website at [bigshouldersfundsgo.org](http://bigshouldersfundsgo.org).

- If you chose Empower Illinois as your SGO, please go to its website at <https://empowerillinois.org>, click on the “Donate” page, and follow the on-line instructions for donating.

- After donating, you should receive a “certificate of receipt” from your SGO, which you can use to support your tax credit.

If you have any questions, or need any help with any of the steps above, please feel free to contact Gary D. Santella '72 JD, Director of Planned Giving, at [gsantella@stpatrik.org](mailto:gsantella@stpatrik.org) or 773-282-8844 ext. 224.

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