



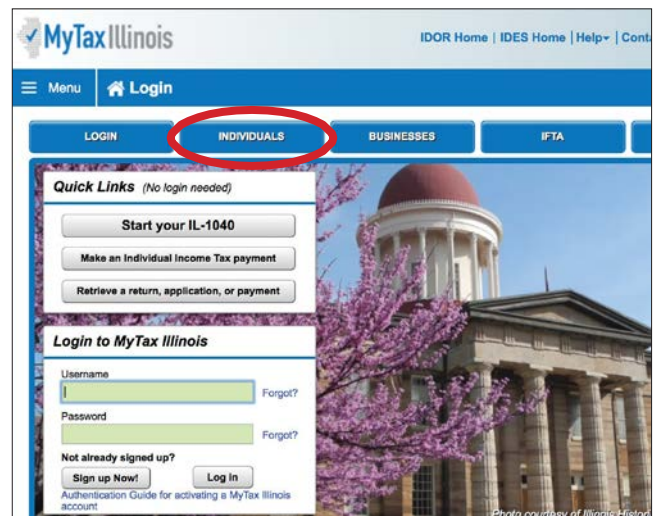
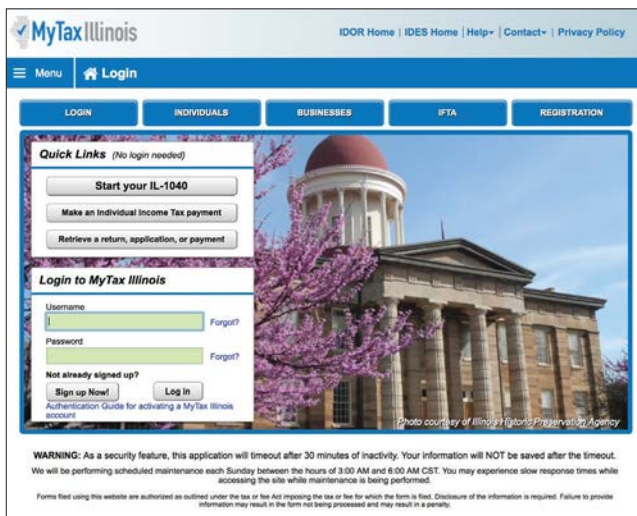
# Tax Credit Scholarship Program - Donors

## MyTax.Illinois.Gov — Request Letter ID

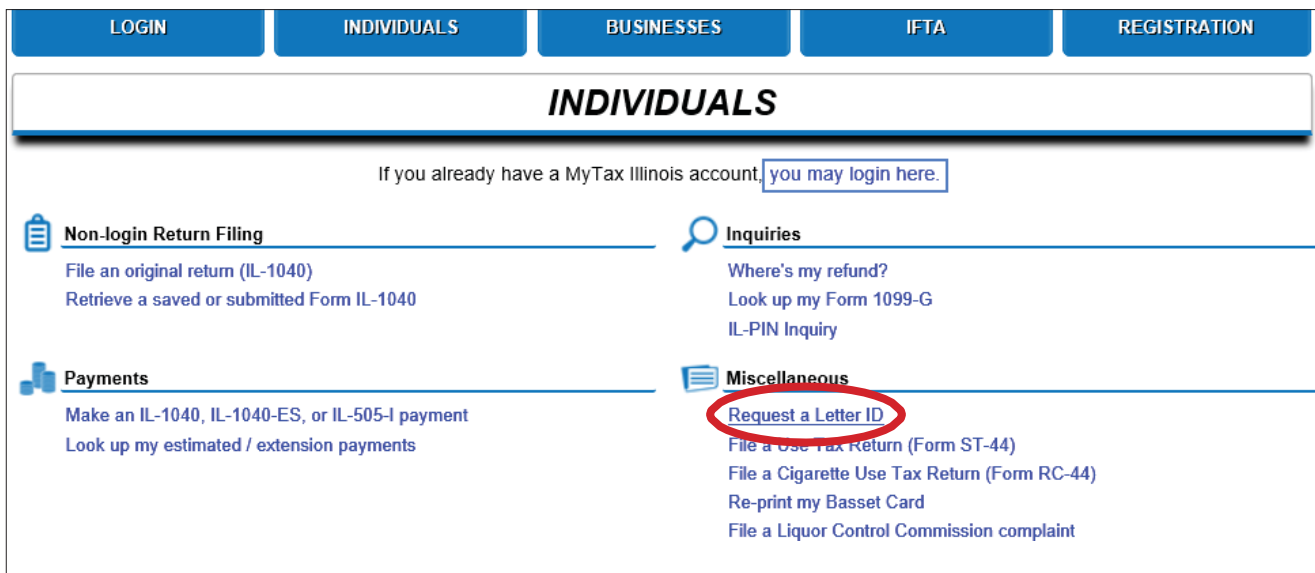
The Tax Credit Scholarship Program (TCS) will help low income students receive a quality Catholic education while reducing or eliminating your State of Illinois income tax liability. To take advantage of this opportunity, you will need to use the mytax.illinois.gov website to apply for the tax credit. The steps below provide instructions for requesting a Letter ID, the first step toward getting an account.

### 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.

The screenshot shows the 'Request Letter ID' form on the MyTax Illinois website. The page header includes the MyTax Illinois logo and navigation links: IDOR Home | IDES Home | Help | Contact | Privacy Policy. The breadcrumb trail is: Menu » Login » Individuals » Request. There are 'Submit' and 'Cancel' buttons in the top right. The form title is 'IIT Letter ID Request'. The instructions state: '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.' A note says: '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.' The form has two main sections: 1. Social Security Number: A text box containing '\*\*\*-\*\*-8346'. 2. Please enter ONE of the following: Four radio button options are listed: IL-PIN, Prior Year Adjusted Gross Income, Illinois Drivers License Number (which is selected), and Illinois State Identification Number. There are yellow 'Required' callouts next to the 'Illinois Drivers License Number' and 'Illinois State Identification Number' options. The 'Illinois State Identification Number' option also has a callout for the format: 'Format: ?999-9999-9999'.

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

This screenshot shows the same 'Request Letter ID' form as in Step 3, but with a modal dialog box open. The dialog box is titled 'Submit this request?' and contains the text: 'You are required to enter and confirm your email address to verify this request'. It has two input fields: 'Email' and 'Confirm Email', both with yellow 'Required' callouts. There are 'OK' and 'Cancel' buttons at the bottom of the dialog box.

The screenshot shows the 'Confirmation' page on the MyTax Illinois website. The breadcrumb trail is: Menu » Login » Individuals » Request » Confirmation. There are 'Printable Confirmation' and 'OK' buttons at the bottom. The main content area contains the following text: 'Confirmation', 'Congratulations! You have submitted your Letter ID request. Please note that your record will be available in 7 to 10 days.', 'Your confirmation number is 1-453-176-768.', '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 for your records of this request.', and 'If you have questions, please visit our website at tax.illinois.gov or call us at 1 800 732-7273'.

STEP 5: The Letter ID will be mailed to the address on your last year's tax return. You should receive it within 7–10 business days.

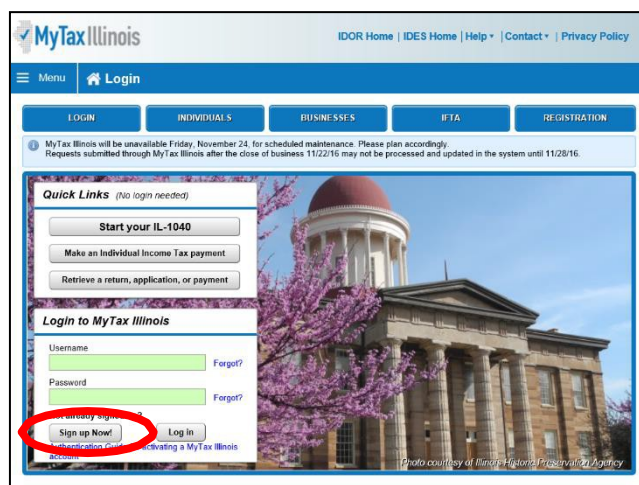


# Tax Credit Scholarship Program - Donors

## MyTax.Illinois.Gov — Activate Your Account

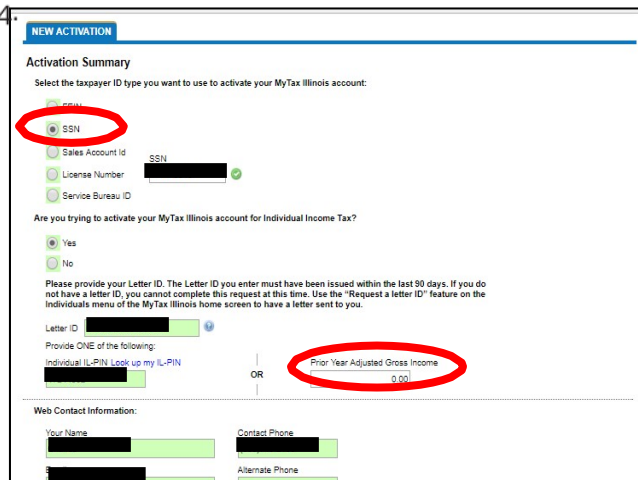
The Tax Credit Scholarship Program (TCS) will help low income students receive a quality Catholic education while reducing or eliminating your State of Illinois income tax liability. To take advantage of this opportunity, you will need to use the mytax.illinois.gov website to apply for the tax credit in January. The steps below provide instructions for signing up/activating your account once you receive your Letter ID.

**STEP 1:** Log on to mytax.illinois.gov and click on “Sign Up Now” on the lower left



**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



**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”

**Request**  
IL-PIN Inquiry

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.

1. Social Security number [redacted]
2. Please enter ONE of the following and confirm your entry using the checkbox.
  - Adjusted Gross Income (from most recently filed return)
  - Illinois Driver's License Number [redacted]
  - Illinois State Identification Number

I confirm that this information is associated with my Social Security number.

**Conduct Inquiry**

**Request**  
IL-PIN Inquiry

Social Security Number: [redacted]

IL-PIN: [redacted]

**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

**Web Contact Information:**

Your Name [redacted] Contact Phone [redacted]

Email [redacted] Alternate Phone [redacted]

**Web Logon Information:**

Pick a username, you'll use this to login to MyTax Illinois: [redacted]

**Password Rules**

- Minimum 8 characters, no more than 20
- Passwords must contain both letters and numbers
- Passwords must be mixed case

Pick your password: [redacted]

In case you forget your password:  
In what city does your nearest sibling live? [redacted]

**Confirm important information:**

Confirm Email [redacted]

Confirm Password [redacted]

Have a question about activating your MyTax Illinois Account? [Click here to email us.](#)

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

Menu Login Request

**Submit** Cancel

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.

**NEW ACTIVATION**

**Activation Summary**

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

EFIN

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

License Number [redacted] ✓

Service Bureau ID [redacted]

Are you trying to Submit Activation Summary for: Charles?

Yes

No

Please print out this information and have a copy available for all individuals.

Letter ID [redacted]

Provide ONI Individual IL [redacted]

**OK** Cancel

Web Contact Information:

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

Menu Login Request **Confirmation**

**Confirmation**

**Congratulations!** You have submitted all the necessary information for your MyTax Illinois account activation.

Your confirmation number [redacted]

Submitted on: 11/14/2017 4:05:15 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](http://tax.illinois.gov) or call us at 217.785.3707.

Reference the confirmation number provided above.

Printable Confirmation

**OK**