

## **Illinois Tax Credit Scholarship Program through Empower Illinois**

The Illinois Tax Credit Scholarship Program was designed for you to support Catholic education **and** to reduce your Illinois tax liability at the same time.

For example, if you will have an estimated 2022 Illinois tax amount of \$750 and you make a \$1,000 donation to All Saints Academy and/or Mater Dei Catholic High School through the Illinois Tax Credit Scholarship program using Empower Illinois, then you will receive a \$750 Illinois tax credit for 2022. As a result, your out-of-pocket donation is only \$250, since the \$750 you already owe the State of Illinois in Illinois tax will now be used to benefit Mater Dei Catholic High School. In other words, up to 75% of what you donate will be a tax credit to you.

For your convenience, I have provided the steps for the donation process below. Although the process may seem complicated, following the steps is actually quite simple. More importantly, the result will be that you are able both to save on your Illinois State Tax liability and to make a donation to All Saints Academy and/or Mater Dei Catholic High School.

I have personally used this process for the 2018, 2019, 2020, 2021 and 2022 tax years and am quite pleased with the results. Since the Federal Tax deduction has been significantly raised for donations to qualify, this alternate means of both reducing one's Illinois State Tax liability and supporting All Saints Academy and/or Mater Dei Catholic High School makes a great deal of sense.

Thank you for your consideration and support!



Fr. Chuck Tuttle  
Pastor, St. Anthony, Beckemeyer and St. Augustine, Breese

### **FOLLOW THESE STEPS TO REQUEST A LETTER ID**

Step 1: Log on to <https://mytax.illinois.gov>

- a. If you already have an account, enter your username and password to verify *and skip to Step 11*
- b. If you do NOT have an account, click the 'Individuals' tab

Step 2: Click on 'Request a Letter ID'; under the 'Miscellaneous' section

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

- a. IL-PIN
- b. Most Recent Adjusted Gross Income
- c. IL Driver's License Number
- d. IL State Identification Number

Step 4: Click 'Submit' and enter and confirm your email address; then click 'OK' to submit and receive your confirmation

Step 5: 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**

Step 6: Log on to <https://mytax.illinois.gov> and click 'Sign Up Now'

Step 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.

Step 8: If you choose to look up your Individual IL PIN click on 'Look Up My IL PIN'

- a. Enter your SSN and either your IL Driver's License or your most recent Adjusted Gross Income
- b. Click 'Conduct Inquiry'
- c. Copy your IL PIN and then click 'Back'

Step 9: Enter your Letter ID and your IL PIN. When the screen expands, enter:

- a. Your contact information
- b. A username and password
- c. A security question and answer
- d. Confirmation of your email and password; and then click submit

Step 10: Click 'OK' on the next screen. You will receive email confirmation that your account was activated

## **RESERVE YOUR CREDIT**

Only donors who have activated an account with the Illinois Department of Revenue (IDOR) will be able to reserve a tax credit. 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. If 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.

Step 11: Visit [mytax.illinois.gov](https://mytax.illinois.gov) and log in

Step 12: Once logged in, you will be prompted to choose an extra measure of safety protocol. You have two options:  
scan a QR with your phone or click email.

- a. **\*\*Click Email\*\* as your choice.** (The QR code has proven to not work on various phone types, locking you out of your account).
- b. You will immediately receive an email with a code. Enter that code in the box provided.

Step 13: Once logged in, you will see a home page. Click on the blue "Account Options" hyperlink on the **right side of the page**.

Step 14: Under the "Account Options" which is the first column on the left side of the page, click on the third option "Contribute to Invest in Kids." This will take you directly to the credit application.

Step 15: The first screen of the application is an overview of the program

- a. 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.
- b. Click the acknowledge box. Click the blue "Next" button in the bottom right corner.

Step 16: The second screen of the application is labeled "Technical Academy"

- a. It will ask "Will your contribution be directed to..." with two options.
- b. Check the first box labeled "Invest in Kids" (not the box labeled "Technical Academy")
- c. Click next at the bottom right
- d. \*Note: as you move forward the ribbon at the top of your page that informs you of your progress will label that step as "Technical Academy." Don't worry- this is misleading. As long as you clicked "invest in kids" you did it correctly.

Step 17: The third screen is the "Contribution" screen

- a. Click Region 5 Southern Region in the first drop down box.
- b. Click Scholarship Organization: Empower Illinois in the second drop down box.
- c. Enter your amount you wish to donate. (Please Note: this is the amount you plan to donate. You will then get a tax credit valued at 75 percent of that donation.)
- d. Confirm your amount you wish to donate.
- e. Enter your email address
- f. Click Submit
- g. \*then you must enter your email again as prompted to do so.

You will receive a pop up with a confirmation page and number. This is NOT what you need to save. You can choose to save it, or simply click to move on.

Step 18: Return to your main account page on the [Mytax.illinois](https://mytax.illinois.gov) (should still be opened as a tab, if not please log back in).

- a. Click on the blue hyperlink labeled "Letters and Messages" on the right hand side.
- b. Click "view account letters"
- c. Open your recent letter dated this year. This is your **Contribution Authorization Certificate**. Save this to your computer or device.

## **MAKE YOUR DONATION**

Step 19: Visit <https://EmpowerIllinois.org>

- a. On the donor page, click "donate"
- b. It will ask you if you have your Contribution Authorization Certificate. Click "I have a letter". Prompts will ask you to enter your Certificate Number (this can be found on the second page of the letter you saved at the top left corner.
- c. It will prompt you to attach the Contribution Authorization Certificate. Attach the file you saved.
- d. Follow the prompts to donate by check (you will need to mail that separately), online (preferred) or using stocks and bonds. After choosing your method of donation, **choose Region 5** and **find All Saints Academy and/or Mater Dei Catholic High School** in the list to select.