



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, scroll down to the 'Individuals' box on the left.

02. Click on 'Request a Letter ID.'

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.'



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

MyTax Illinois Activation

New Activation

Activation Summary

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

FEIN SSN *
Required

SSN

Sales Account Id

License Number

Cancel Previous **Submit**

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.

Letter ID *
Required

Provide ONE of the following:

Individual IL-PIN *
Required

Look up my IL-PIN

OR

Prior Year Adjusted Gross Income *
Required

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 left screenshot shows the 'IL-PIN Inquiry' form. It includes a 'Social Security Number' field with the placeholder '***-**-0000', a 'Choose an option for verification' dropdown menu set to 'Illinois Driver's License Number', and an 'Illinois Driver's License Number' field with the placeholder 'A000-0000-0000'. A checkbox is checked with the text 'I confirm that this information is associated with my Social Security number.' The 'Conduct Inquiry' button is circled in red.

The right screenshot shows the results screen. It displays 'Social Security Number: ***-**-0000' and 'IL-PIN: 00000000'. A blue 'Back' button is located at the bottom.

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

The screenshot shows the 'Web Logon Information' section. It includes a 'Pick a username, you'll use this to login to MyTax Illinois:' section with a 'Username' field containing 'testuser'. Below that is a 'Pick your password:' section with a 'Password' field containing '*****'. To the right of the password field are 'Password Rules' listed as: 'Minimum 8 characters, no more than 20', 'Passwords must contain both letters and numbers', and 'Passwords must be mixed case'. Underneath is an 'In case you forget your password:' section with a 'Pick Secret Question' dropdown menu set to 'In what city does your nearest sibling live?' and a 'Type Your Answer' field containing 'Anytown'.

Below the 'Web Logon Information' section is the 'Confirm Information' section. It includes a 'Confirm Email' field containing 'test@test.com' and a 'Confirm Password' field containing '*****'.

At the bottom of the form, there is a 'Cancel' button on the left and a 'Previous' button followed by a 'Submit' button on the right.

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

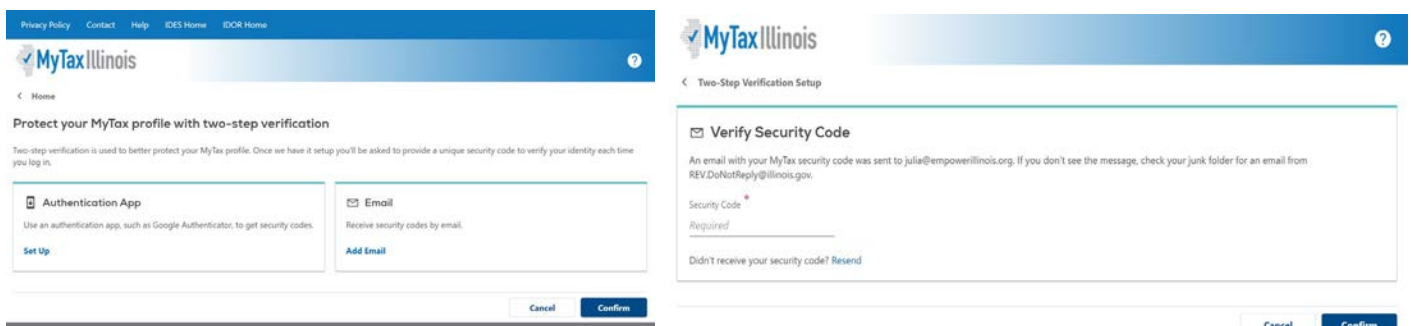
RESERVE YOUR CREDIT

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

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.

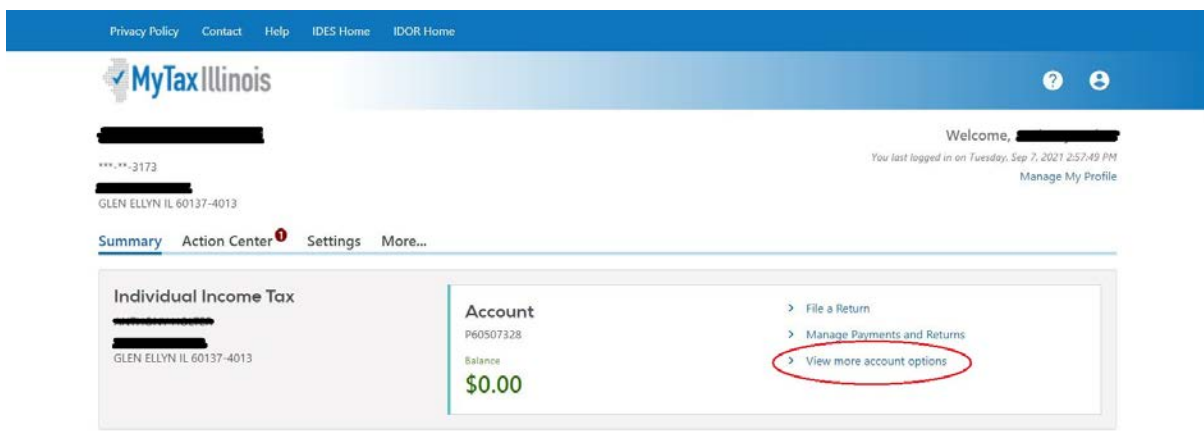
11. Visit mytax.illinois.gov

12. If you have not already, set up two-step verification for your account. Add your email address and enter the security code sent to you.



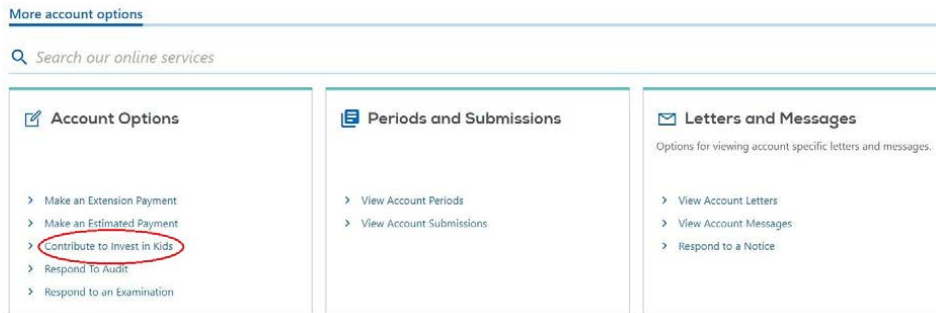
13. Once logged in, you will be taken to your home screen.

- Click “view more account options.”
- Please note if you are applying as a business, you will need to use a business account instead of an individual account.



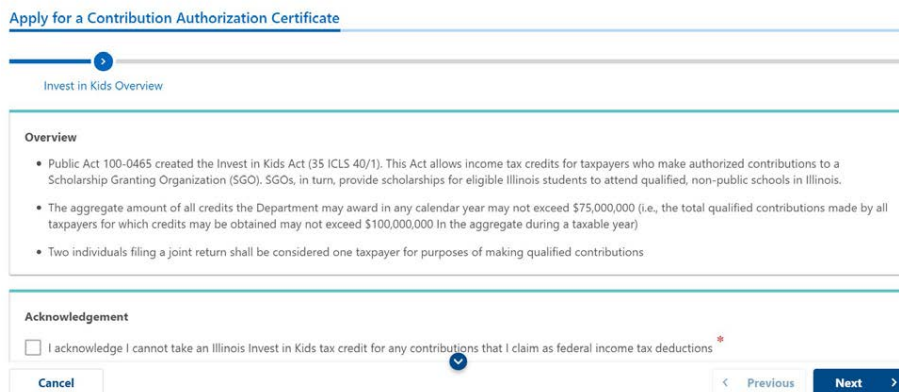
14. Under the "Account Options" section, click on "Contribute to Invest in Kids."

- This will take you directly to the credit



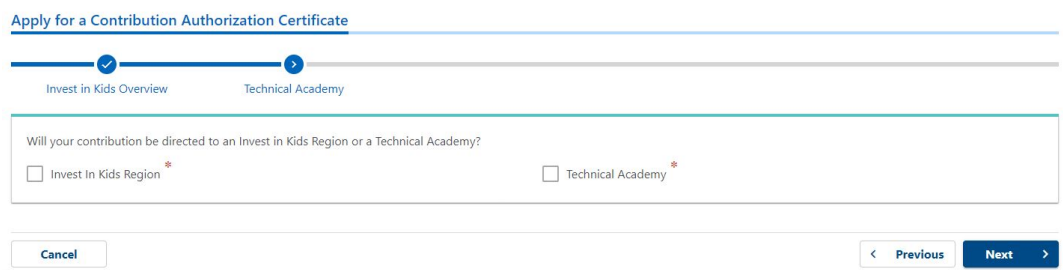
15. The first screen of the application is an overview of the program.

- 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.



16. Confirm your donation will be contributed to an Invest in Kids Region

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



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

- Region and Scholarship Granting Organization of choice and the amount you plan to donate (contribution pledge).
- Please Note: this is the **TOTAL** amount you plan to donate in that region. You will then get a tax credit valued at 75 percent of that donation. Once filled out, click "Submit." You will then be prompted to re- enter your MyTax Illinois account password and click "OK." The final screen will be a confirmation that your application has been accepted.

Contribution Details

Choose a Region * [Region Map](#)

Required

Choose a Scholarship Granting Organization

Contribution Pledge *

Required

Confirm Amount *

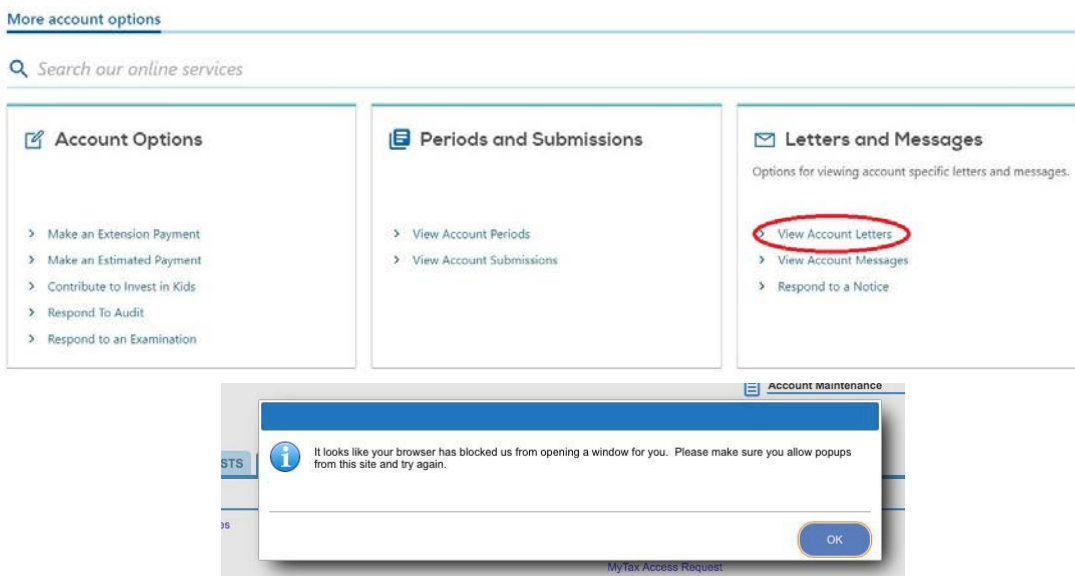
Required

Note: We reserve the right to reduce your contribution amount if the region's limit for tax credits has been reached.

Cancel Previous Submit

18. Access Your Contribution Letter.

- On your mytaxillinois home page, click "View More Account Options." Then click
- "View Account Letters" (picture 1).
- Under "Letters" you will see your "Invest in Kids Contribution Application." **This is your CAC.** Click on the link to open a PDF of your letter.
- Please **download and save the PDF**, as you will need it for Step 24.
- If you have a pop-up blocker turned on, you may receive an error message. (Picture 2) Make sure you allow pop-ups for the mytaxillinois website.



19. View or Print Confirmation for Reserving Your Tax Credit

Confirmation

You have successfully submitted your application for a Contribution Authorization Certificate under the Invest In Kids program. You will receive an email when your request has been fully processed by the Department.

Your confirmation number is **0-912-461-584**.

Submitted on: 9/7/2021 7:31:08 AM (Central Time)
Request type: Apply for a Contribution Authorization Certificate
Details of your request:
Account number: P44757445
Tax year: 2021
Requested Contribution Amount: \$1,000.00
Region: Region 2 - Northern Counties
Scholarship Granting Organization: EMPOWER ILLINOIS

No Illinois Invest in Kids credit may be taken for any qualified contribution for which a federal income tax deduction is claimed.

You may print this page for your records. This confirmation screen will not be accessible once you navigate away from this page. However, a record of your request will remain available in your account.

If you have questions, please visit our website at tax.illinois.gov or call us at **217 785-7313**. Reference the confirmation number provided above.

Printable Confirmation

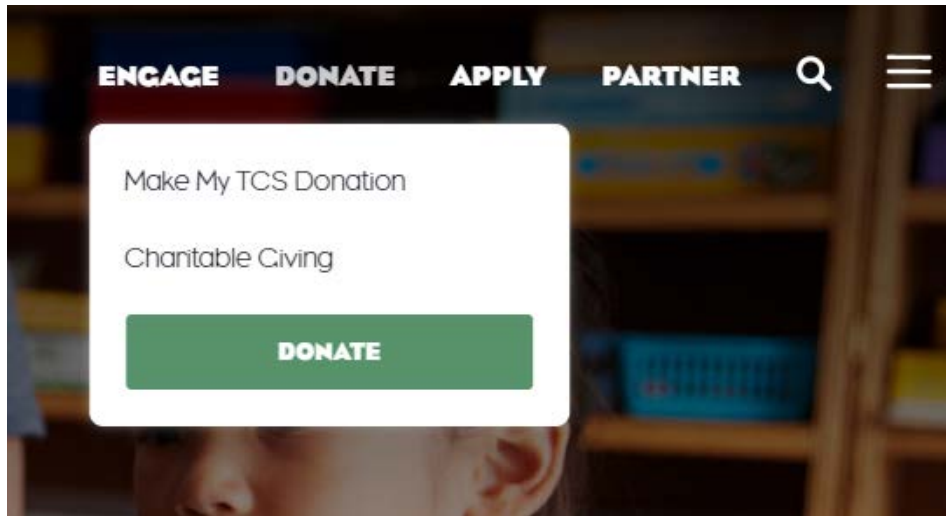
OK



MAKE YOUR DONATION

20. Visit EmpowerIllinois.org

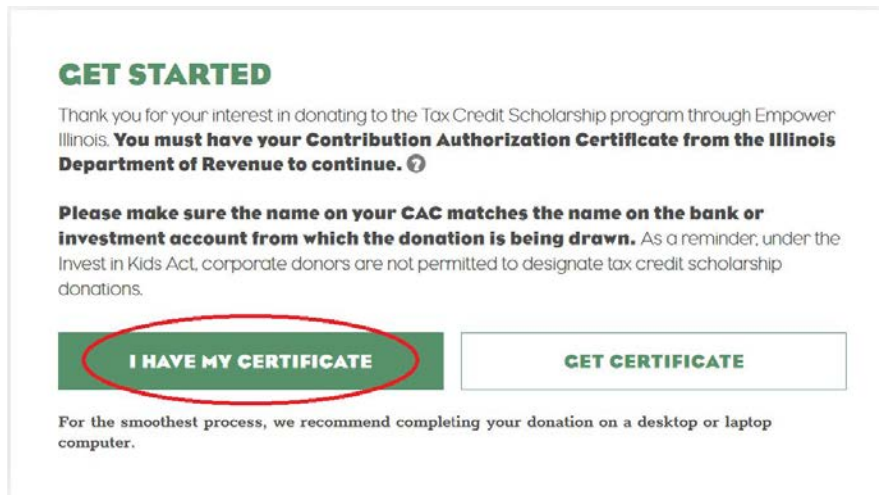
- On the donate dropdown menu, click the donate button.



For more information or questions, please call (800) 616-7606 or email donors@empowerillinois.org.

21. Start your donation.

- You will be redirected to Empower Illinois' donation wizard, which will walk you through the next steps.
- First, make sure you have your Contribution Authorization Certificate (see this [example](#)), and click "I Have My Certificate."



GET STARTED

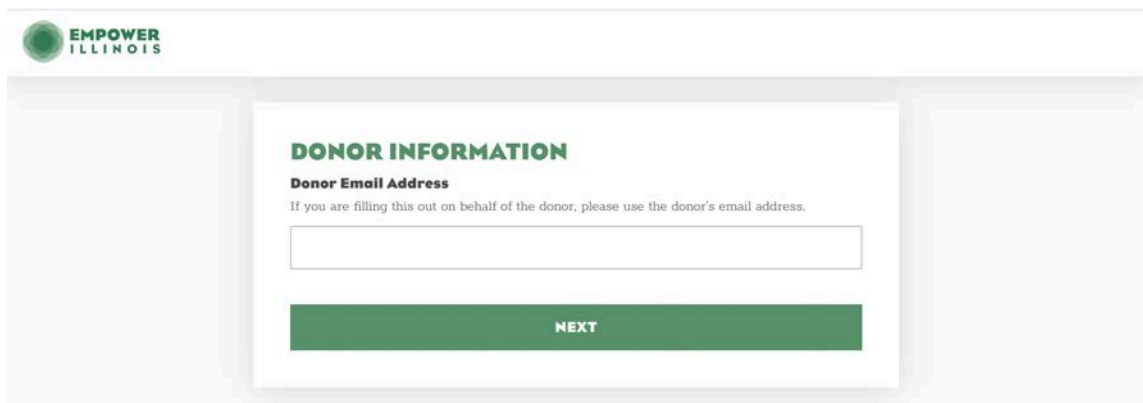
Thank you for your interest in donating to the Tax Credit Scholarship program through Empower Illinois. **You must have your Contribution Authorization Certificate from the Illinois Department of Revenue to continue.**

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.

I HAVE MY CERTIFICATE **GET CERTIFICATE**

For the smoothest process, we recommend completing your donation on a desktop or laptop computer.

22. Enter the donor's email address.



EMPOWER ILLINOIS

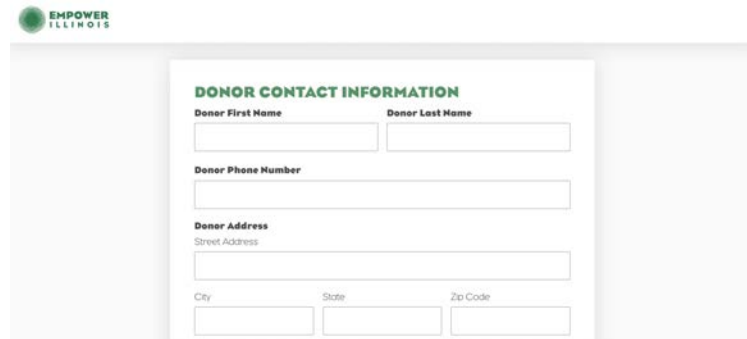
DONOR INFORMATION

Donor Email Address
If you are filling this out on behalf of the donor, please use the donor's email address.

NEXT

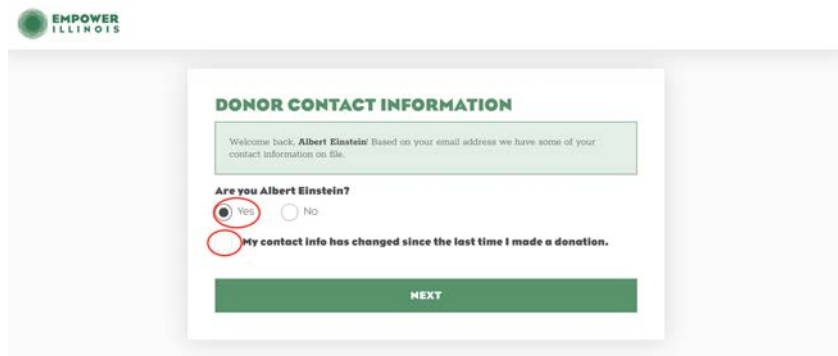
23. Confirm or enter contact information.

- If you are a new donor, or if we do not have a record of the email address you entered, you will be prompted to fill out a contact form.



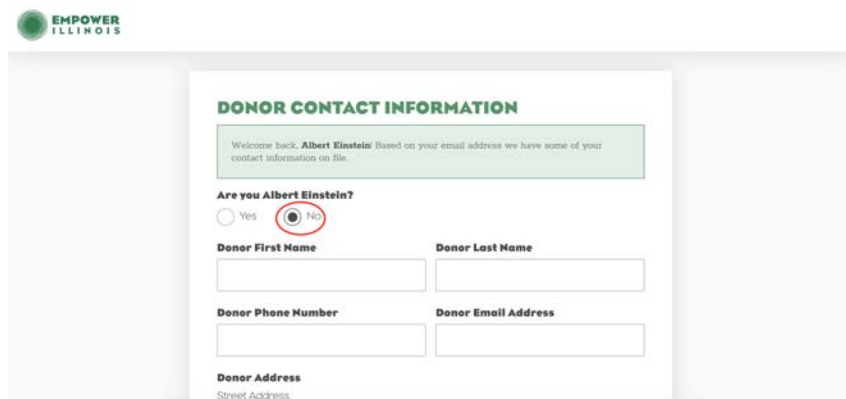
The screenshot shows the 'DONOR CONTACT INFORMATION' form. At the top left is the 'EMPOWER ILLINOIS' logo. The form title is 'DONOR CONTACT INFORMATION'. It contains several input fields: 'Donor First Name' and 'Donor Last Name' (two separate boxes), 'Donor Phone Number' (one box), 'Donor Address' (with a sub-label 'Street Address' and one box), and three boxes for 'City', 'State', and 'Zip Code'.

- If you are a returning donor, we may have your email address and some other contact information on file. Please confirm you are the donor associated with the email you entered by selecting “Yes.”
- If your contact information (phone number, address, etc.) has not changed since the last time you donated, leave the box unchecked and click “Next.”



The screenshot shows the 'DONOR CONTACT INFORMATION' form for a returning donor. It features the 'EMPOWER ILLINOIS' logo and the title 'DONOR CONTACT INFORMATION'. A message box says: 'Welcome back, Albert Einstein! Based on your email address we have some of your contact information on file.' Below this, it asks 'Are you Albert Einstein?' with radio buttons for 'Yes' (selected) and 'No'. A second question asks 'My contact info has changed since the last time I made a donation.' with an unchecked radio button. A green 'NEXT' button is at the bottom.

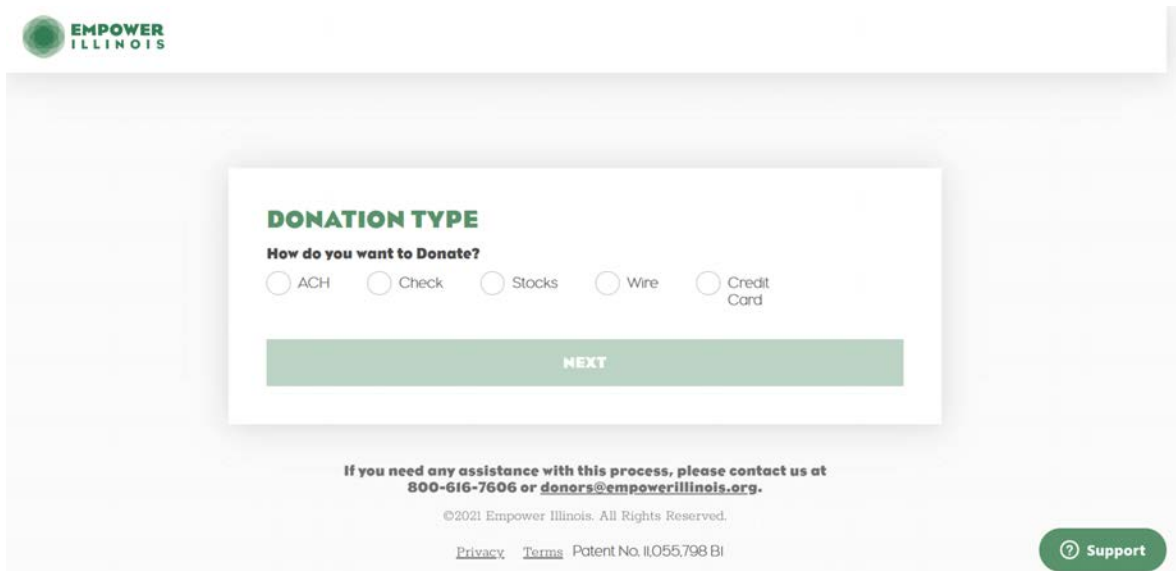
- If we have an incorrect donor on file associated with the email you entered, please select “No,” and fill out the contact form.



The screenshot shows the 'DONOR CONTACT INFORMATION' form for a returning donor with an incorrect record. It features the 'EMPOWER ILLINOIS' logo and the title 'DONOR CONTACT INFORMATION'. A message box says: 'Welcome back, Albert Einstein! Based on your email address we have some of your contact information on file.' Below this, it asks 'Are you Albert Einstein?' with radio buttons for 'Yes' and 'No' (selected). The form then contains input fields for 'Donor First Name', 'Donor Last Name', 'Donor Phone Number', 'Donor Email Address', and 'Donor Address' (with a sub-label 'Street Address').

24. Select your donation type.

- Please indicate whether you would like to donate by ACH, Check, Stock, Wire, or Credit Card, and click “Next.”



The screenshot shows the Empower Illinois logo in the top left corner. The main content area is a white box with the heading "DONATION TYPE" in green. Below the heading is the question "How do you want to Donate?" followed by five radio button options: ACH, Check, Stocks, Wire, and Credit Card. A green "NEXT" button is positioned below the options. At the bottom of the white box, there is contact information: "If you need any assistance with this process, please contact us at 800-616-7606 or donors@empowerillinois.org." Below this, it says "©2021 Empower Illinois. All Rights Reserved." and includes links for "Privacy", "Terms", and "Patent No. IL055,798 BI". In the bottom right corner of the overall page, there is a green "Support" button with a question mark icon.

25. Enter the information found on your Contribution Authorization Certificate (CAC).

- Fill in the certificate number, donation amount, contribution due date (expiration date), and region found on your CAC.
- Indicate your donation type (individual or corporation/partnership/trust).

CONTRIBUTION AUTHORIZATION CERTIFICATE & REGION INFORMATION

Please upload and enter information as it appears on your Contribution Authorization Certificate.

Certificate Number

Donation Total Amount

Contribution Due Date

Select Region

How are you making your donation? (as a(n)...)

- Individual Corporation, Partnership, or Trust (all types, including revocable)

26. Upload your CAC.

- Upload both pages of your CAC. As a reminder, this is the electronic PDF file you received from the Illinois Department of Revenue.
- Once you see the option to "Preview Your CAC," you have successfully uploaded your document.

CONTRIBUTION AUTHORIZATION CERTIFICATE & REGION INFORMATION

Please upload and enter information as it appears on your Contribution Authorization Certificate.

Certificate Number

Donation Total Amount

Contribution Due Date

Select Region

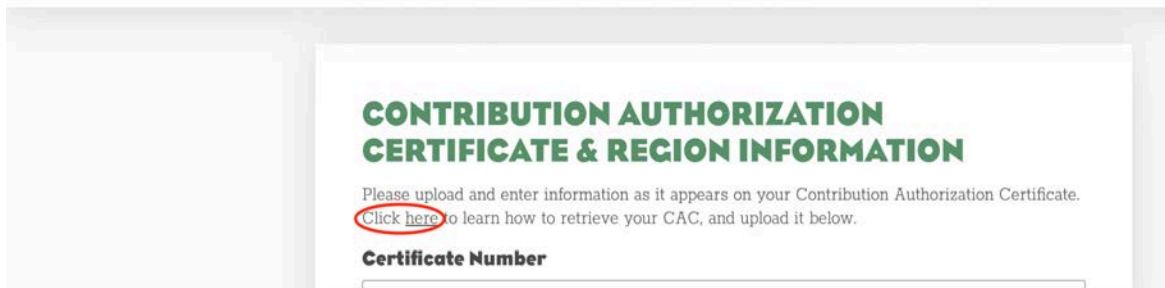
How are you making your donation? (as a(n)...)

- Individual Corporation, Partnership, or Trust (all types, including revocable)

Please upload both pages of your Illinois Department of Revenue Contribution Authorization Certificate. [Click here](#) for step-by-step instructions.

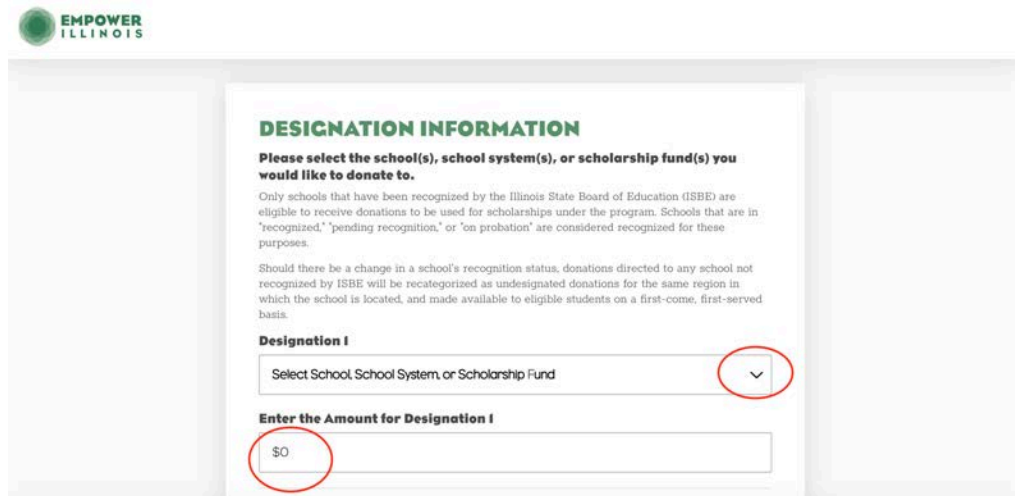
SELECT FILE

- If you need help finding your CAC on mytaxillinois.gov and uploading it to the donor wizard, view our [step-by-step guide](#).



27. Select school designation and donation amount.

- You can designate to a school or school system at any dollar amount, as long it does not exceed the amount listed on your CAC.
- If your gift is greater than \$1,000, you can designate to multiple schools.
- Click the “+” next to “Select another school, school system, or scholarship fund” in the middle of the page to designate to more than one school.



EMPOWER ILLINOIS

DESIGNATION INFORMATION

Please select the school(s), school system(s), or scholarship fund(s) you would like to donate to.

Only schools that have been recognized by the Illinois State Board of Education (ISBE) are eligible to receive donations to be used for scholarships under the program. Schools that are in "recognized," "pending recognition," or "on probation" are considered recognized for these purposes.

Should there be a change in a school's recognition status, donations directed to any school not recognized by ISBE will be recategorized as undesignated donations for the same region in which the school is located, and made available to eligible students on a first-come, first-served basis.

Designation 1

Select School, School System, or Scholarship Fund

Enter the Amount for Designation 1

\$0

28. Review donor authorizations.

Total Certificate Amount: \$100

I authorize Empower Illinois to share my donation information with any designee(s) I have selected.

I agree to the Empower Illinois Terms & Conditions and Privacy Policy. In particular, in the event that the amount of donations exceeds the number of scholarships needed by the particular school, school system or region, pursuant to Section 1000.200(b)(5) of the Illinois Invest in Kids Act, I permit and authorize Empower Illinois to, among other things, use the contribution to award scholarships to eligible students to attend any recognized school in the same region or any recognized school in another region. In such an event, Empower Illinois will take into account then-current regulations and other guidance promulgated by the State of Illinois and any additional guidance provided by me as the donor in accordance with my contribution, including any particular school or region I selected at the time of the contribution.*

Although it is Empower Illinois' goal to use my contribution at the particular school, school system or region that I have designated, in the event that the amount of donations exceeds the number of scholarships needed by the particular school, school system or region, I authorize Empower Illinois to use any remaining balance of my donation to fund scholarships for eligible students at other recognized schools within the same school system as the school(s) I have designated, if a balance remains at these school(s). Also, I would like my funds to be used for the upcoming school year.

NEXT

Please select your donation type below to view the last few steps of the donation process:

ACH

CHECK

STOCKS AND BONDS

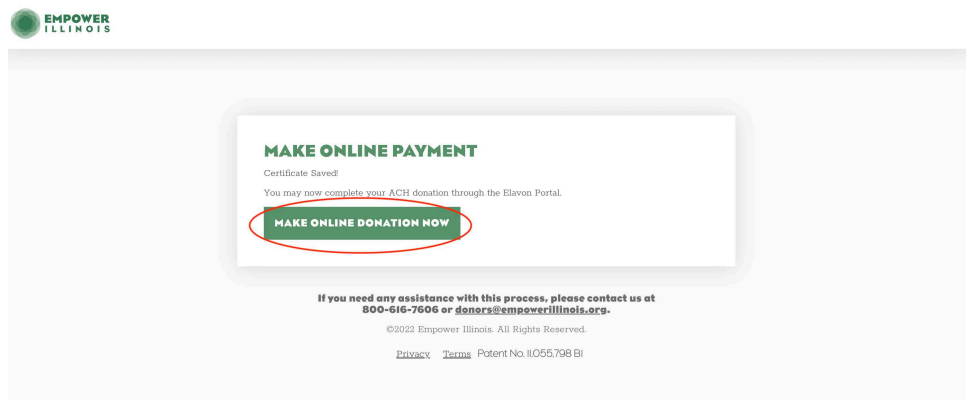
WIRE

CREDIT CARDS

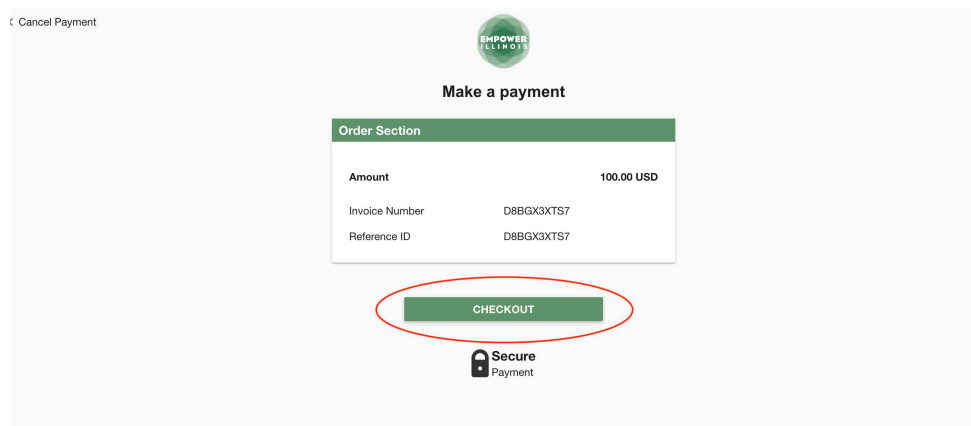
DONATE BY ACH

29. Make online donation.

- Once your CAC and designation forms have been saved, you can complete your donation through ACH bank transfer.



30. Click "Checkout" to enter the hosted payment page.



31. Enter payment and contact information (if not pre-populated) and click "Submit Payment."

Empower ILLINOIS
Make a payment

Order Section
Amount: 100.00 USD
Invoice Number: DBBGX3XTS7
Reference ID: DBBGX3XTS7

Payment
CHECK
Bank Routing Number*
Bank Account Number*
Bank Account Type: Personal Business
By Clicking the "I Agree" box below, you authorize Empower Illinois to use information from your check to initiate a one-time fund transfer from your account or to process the payment as a check transaction or bank drawn draft from your account for the amount of \$100.00. If your payment is returned due to insufficient funds, you authorize us to make a one-time electronic funds transfer or to use a bank draft drawn from your account to collect a fee as allowed by state law.
 I Agree

Billing Address
Company
First Name: Test Last Name: Test
Address1: 123 Test Ave
Address2
City: Chicago State/Province: IL Postal Code: 60657
Country: United States
Email Address
Phone: 123456789

Designations
Certificate Number: 222-2222-222
Region: 1

SUBMIT PAYMENT

Empower Illinois
200 North LaSalle St, Suite 2310, Chicago, IL 60601
Phone: 800-616-7609
E-mail: donors@empowerillinois.org

Secure Payment

32. Success! You have completed your Empower Illinois tax credit scholarship donation.

DONATE BY CHECK

29. Mail your check to Empower Illinois.

- Because you have uploaded your CAC and designation form into the donor wizard, you will need to mail your check (made out to Empower Illinois) to PO Box 8234, Carol Stream, IL 60197-8234. Please include your CAC number on the back of your check.
- You do not need to print out this page and send it in with your check.
- Your donation has also been assigned a confirmation number. This number is for your reference and assures that we have received your CAC and designation form. This number does not confirm we have received your donation.

DONATION NEXT STEPS - CHECK

Thank you for beginning your donation to the Tax Credit Scholarship Program through Empower Illinois. Your confirmation number is **DXi6ixuiQ5**. Please follow the instructions below to complete your donation. These instructions have also been emailed to you.

We have received your Certificate of Authorization (CAC) and Invest in Kids Tax Credit Scholarship Donation Form. In order to complete the donation, you must send in your check made payable to Empower Illinois. **Please make sure the amount on your check matches the donation amount you provided to us during this process, and include your CAC number on the back.**

Checks can be mailed to:

Empower Illinois
PO Box #8234
Carol Stream, IL 60197-8234

Overnight packages can be mailed to:

Empower Illinois
C/O - Wintrust Lockbox - PO Box #8234
8430 W Bryn Mawr Ave, 3rd FL
Chicago, IL 60631

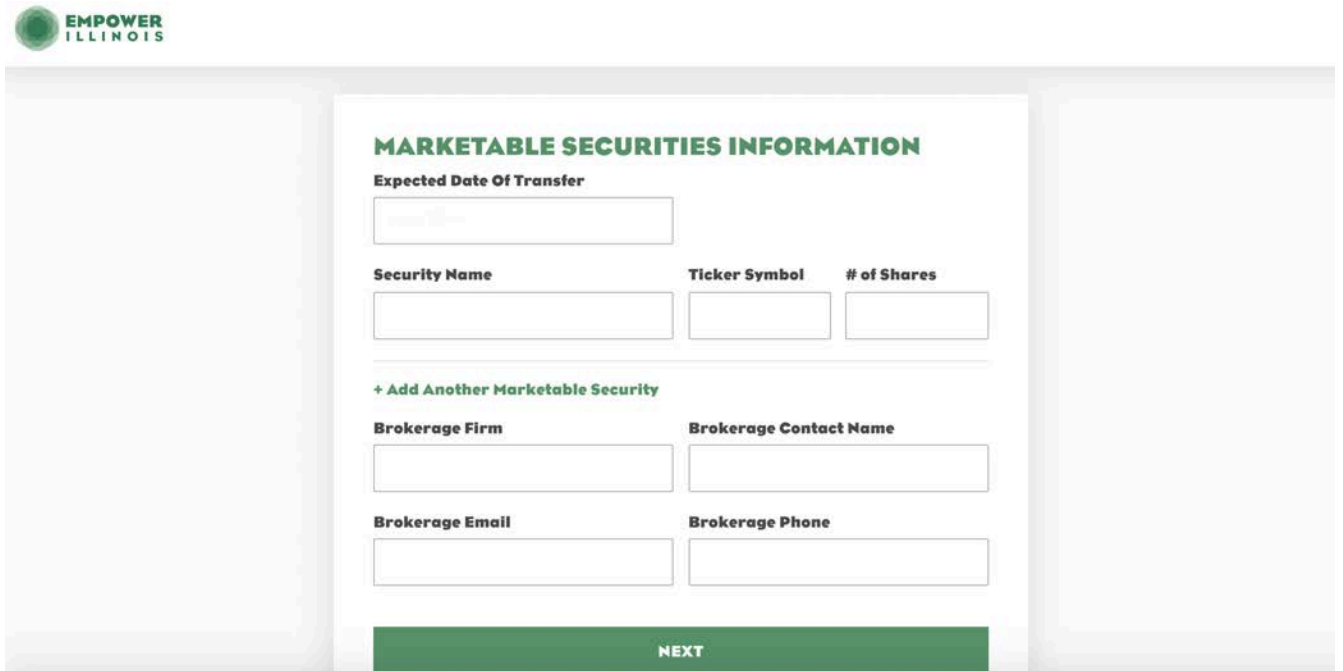
As a reminder, you must send in your check in order for us to finish processing your donation. We cannot issue you a Certificate of Receipt until the funds are received. You will receive a thank you letter from Empower Illinois when your donation is complete.



30. Success! You have completed your Empower Illinois tax credit scholarship donation.

DONATE USING STOCKS AND BONDS

29. Complete your banking information.



The screenshot shows a web form titled "MARKETABLE SECURITIES INFORMATION" with the Empower Illinois logo in the top left. The form includes the following fields:

- Expected Date Of Transfer:** A date selection field.
- Security Name:** A text input field.
- Ticker Symbol:** A text input field.
- # of Shares:** A text input field.
- + Add Another Marketable Security:** A green link to add more entries.
- Brokerage Firm:** A text input field.
- Brokerage Contact Name:** A text input field.
- Brokerage Email:** A text input field.
- Brokerage Phone:** A text input field.

A green "NEXT" button is located at the bottom of the form.

30. Notify Wintrust Bank of share transfer initiation.

- We ask that you or your broker immediately notify Wintrust Bank at support@wintrustwealth.com or 800-445-2233 upon transfer initiation of any shares (ACATS or otherwise). Please include your name (as the donor) and the shares you are transferring in the comments section of the delivery notice. This will help expedite the donation process.
- Please note that your donation has been assigned a confirmation number. This number is for your reference and assures that we have received your CAC and designation form. This number does not confirm we have received your donation.

DONATION NEXT STEPS - MARKETABLE SECURITIES

Thank you for beginning your donation to the Tax Credit Scholarship Program through Empower Illinois. Your confirmation number is **DTuRhhg3SW**. Please follow the instructions below to complete your donation. These instructions have also been emailed to you. We have received your Certificate of Authorization (CAC) and Invest in Kids Tax Credit Scholarship Designation Form.

Please use the following instructions to make your marketable securities donation payment to Empower Illinois:

Account Name: Empower Illinois
Account Number: 4050-7729

To deposit any DTC-eligible security into a Wintrust Bank Trust account:

Including not limited to Equities, Corporate and Municipal Bonds, Commercial Paper, Medium-Term
Instruct current custodian to deliver to:

The Depository Trust Company
Participant Account 0141
For credit to account name and number referenced above

Wintrust Bank is ACATS eligible, with participant number 0141. **We ask that you or your broker notify Wintrust Bank at support@wintrustwealth.com or 800-445-2233 immediately upon the transfer initiation of any shares (ACATS or otherwise). Please include your name (as the donor) and the shares you are transferring in the comments section of the delivery notice. This will help expedite the donation process.**

To deposit any Fed-eligible security:

Including all Fed-eligible Bonds, Bills, Notes, and agencies, including GNMA's Instruct current custodian to deliver to: Federal Reserve Bank of Cleveland

For: Bank of NYC/FCCORP
ABA 021000018
1050/TRUST
For Account Number: 4050-7729

Ask your broker or bank to include your name (as the donor) in the comments section of the delivery notice.

If you need any assistance with this process or have questions about making a donation payment, please call 800-616-7606 or email donors@empowerillinois.org. A member of our staff will reach out to confirm when the stock has settled.

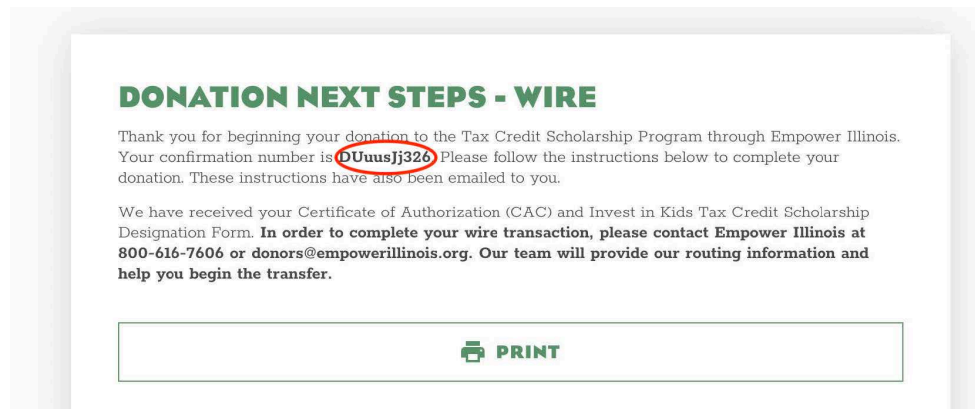
As a reminder, you must send us your marketable securities in order for us to finish processing your donation. We cannot issue you a Certificate of Receipt until the funds are received and have settled. You will receive a thank you letter from Empower Illinois when your donation is complete.

31. Success! You have completed your Empower Illinois tax credit scholarship donation.

DONATE USING WIRE TRANSFER

29. Contact Empower Illinois and begin transfer.

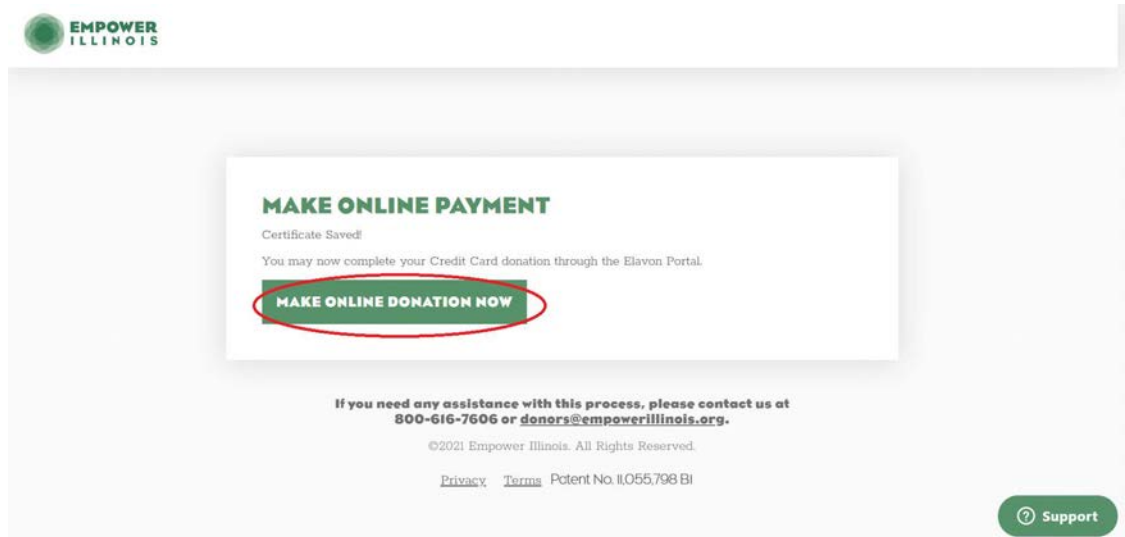
- In order to complete your wire transaction, please contact Empower Illinois at 800-616-7606 or donors@empowerillinois.org. Our team will provide the routing information to begin the transfer.
- Your donation has been assigned a confirmation number. This number is for your reference and assures that we have received your CAC and designation form. This number does not confirm we have received your donation.



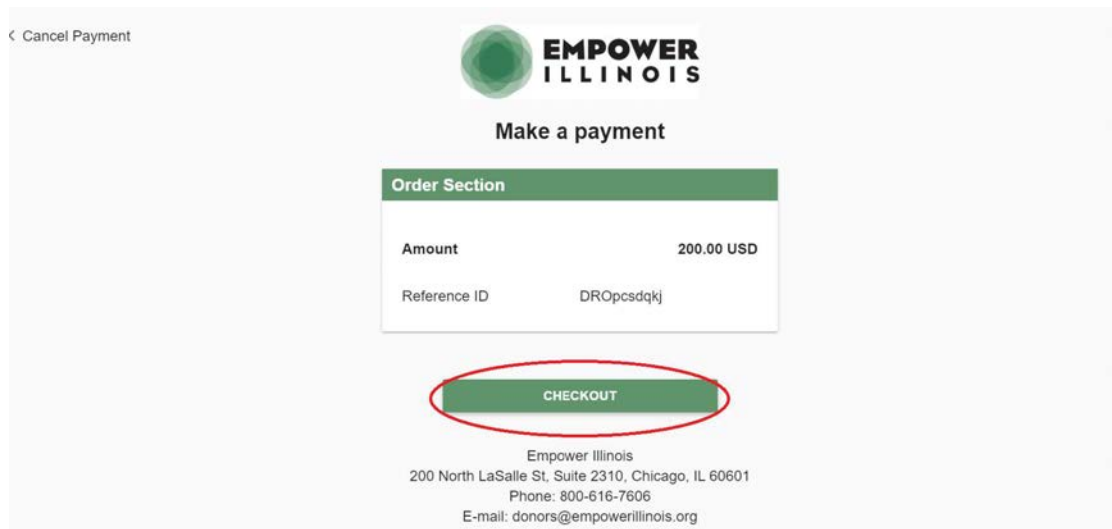
30. Success! You have completed your Empower Illinois tax credit scholarship donation.

DONATE USING CREDIT CARD

29. Make online donation.



30. Click "Checkout" to enter the hosted payment page.



31. Enter your credit card information and click "Submit Payment."

Back to Order Section

EMPOWER ILLINOIS

Make a payment

Order Section	
Amount	200.00 USD
Reference ID	DR0pcc2qj

Payment

REPRESENT CARD

Card Number: [Redacted] Charge Card

Expiration Date (MM/YY): 12/21 / 12/23

Billing Address		
Company		
First Name	Last Name	
Test		
Address1		
123 Example St		
Address2		
City	State/Province	Postal Code
Chicago	IL	60610
Country		
United States		
Email Address		Phone
test@empowerillinois.org		1111111111111111

Designations

Designation Name: 1

Region: 1

SUBMIT PAYMENT

32. Agree to the Terms and Conditions by checking the box and click "Submit Payment" again.

We add a 3.25% surcharge on all credit card payments. This surcharge is not greater than our total cost of accepting credit cards. There is no surcharge for debit card payments. If you do not wish to proceed with this payment, please click Back to Order Section and pay by alternate means.

EMPOWER ILLINOIS

Make a payment

Order Section	
Amount	200.00 USD
Surcharge Fee (3.25%)	6.50 USD
Total of all charges and fees	206.50 USD
Reference ID	DR0pcc2qj

Payment

REPRESENT CARD

Card Number: [Redacted] Charge Card

Expiration Date (MM/YY): 01/26 / 12/23

Billing Address		
Company		
First Name	Last Name	
Test		
Address1		
123 Example St		
Address2		
City	State/Province	Postal Code
Chicago	IL	60610
Country		
United States		
Email Address		Phone
test@empowerillinois.org		1111111111111111

Designations

Designation Name: 1

Region: 1

I agree to the [Terms and Conditions](#) of the charges applied

SUBMIT PAYMENT

33. Success! You have completed your Empower Illinois tax credit scholarship donation.