



# Tax Credit Scholarship Program

## 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. Please contact the TCS team at 312.534.2617 or [tcs@archchicago.org](mailto:tcs@archchicago.org) for assistance.

### STEP 1: Log on to [mytax.illinois.gov](http://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”

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**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 header includes the MyTax Illinois logo and navigation links: IDOR Home, IDES Home, Help, Contact, and Privacy Policy. The main navigation bar shows 'Menu', 'Login', 'Individuals', and 'Request'. The form title is 'IIT Letter ID Request'. Below the title, there is a 'Submit' button and a 'Cancel' button. 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 follows: '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. Section 1 is 'Social Security Number' with a text input field containing '\*\*\*-\*\*-8346'. Section 2 is 'Please enter ONE of the following:' with four radio button options: 'IL-PIN', 'Prior Year Adjusted Gross Income:', 'Illinois Drivers License Number:', and 'Illinois State Identification Number:'. The 'Illinois Drivers License Number:' option is selected. A yellow tooltip with the text 'Required' is positioned over the 'Illinois Drivers License Number:' label. Another yellow tooltip with the text 'Required' and 'Format: ?999-9999-9999' is positioned over the 'Illinois State Identification Number:' label.

**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 the previous one, but with a confirmation 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 tooltips that say 'Required'. At the bottom of the dialog are 'OK' and 'Cancel' buttons. The background form is slightly dimmed.

The screenshot shows the 'Confirmation' page on the MyTax Illinois website. The header is the same as the previous pages. The main navigation bar shows 'Menu', 'Login', 'Individuals', 'Request', and 'Confirmation'. The page title is 'Confirmation'. Below the title, there is a 'Confirmation' icon and the text: 'Congratulations! You have submitted your Letter ID request. Please note that your request will be processed and you will receive your Letter ID by mail in 7 to 10 days.' Below this, it says: 'Your confirmation number is 1-453-176-768.' Then, it shows the submission details: 'Submitted On: 11/10/2017 3:35:05 PM (Central Time)' and 'Request Type: IIT Letter ID Request'. It also states: 'You may print this page for your records. This confirmation screen will not be accessible after 7 days of this request.' At the bottom, it says: 'If you have questions, please visit our website at tax.illinois.gov or call us at 1 800 732-8800.' There are two buttons at the bottom: 'Printable Confirmation' and 'OK'.

**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.