

TAX CREDIT SCHOLARSHIP PROGRAM

Request your Letter ID in 3 easy steps

If you are a first-time donor, here is what you need to know about the first step of the donation process. If you have not activated an account with the Illinois Department of Revenue, you need to request a **Letter ID**.

Step 1

Log on to mytax.illinois.gov to REQUEST LETTER ID

- 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.

Step 2

Click on “Request a Letter ID.”

Step 3

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

Click “Submit” and enter; confirm your email address; then click “OK” to submit and receive your confirmation.

You will receive your Letter ID in the mail at the address on your last year’s tax return within 7–10 business days. Call 312.534.2617 or email investinkids@archchicago.org with questions.

Once you’ve received your Letter ID, wait until Dec. 1 to make your donation when the 2-for-1 Matching Program begins. Please view bit.ly/DonationSteps2021 to find detailed instructions on how to continue with your donation after Dec. 1. As a reminder, under the Invest in Kids Act, corporate donors are not permitted to select a specific school to support tax credit scholarship donations.