

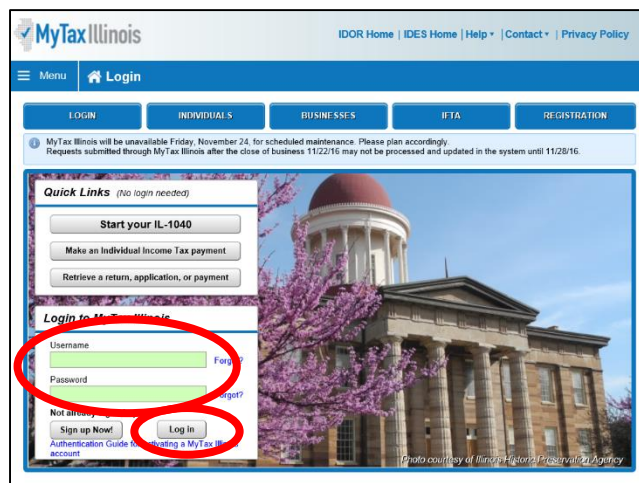
Tax Credit Scholarship Program

MyTax.Illinois.Gov — Apply for Your Tax Credit

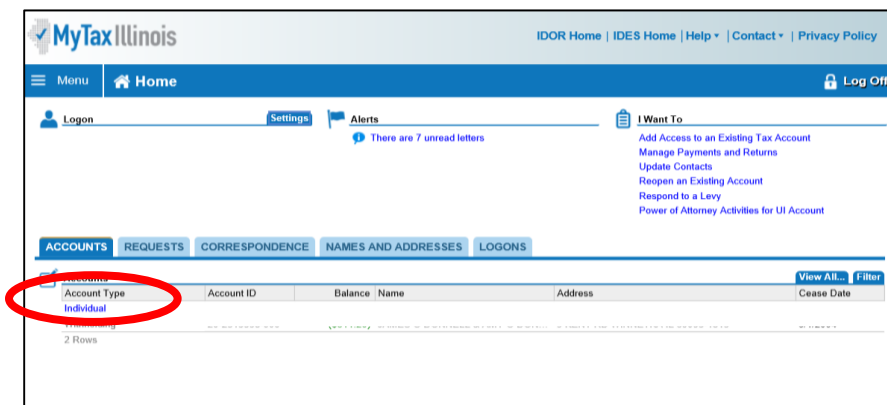
The Tax Credit Scholarship Program (TCS) will help low-income students receive a quality Catholic education while reducing or eliminating your state of Illinois income tax liability. To take advantage of this opportunity, you will need to use the mytax.illinois.gov website to apply for the tax credit. The steps below provide instructions for applying for a tax credit once you have created and activated your MyTax Illinois account. Please contact the TCS team at 312.534.2617 or tcs@archchicago.org for assistance.

STEP 1: Create a MyTax Illinois account at mytax.illinois.gov by requesting a Letter ID. Once you have received the Letter ID in the mail, visit mytax.illinois.gov and select “Sign up Now!” to create your account.

STEP 2: To apply for a tax credit, visit mytax.illinois.gov and log into your account by entering your username and password and then clicking “Log In” on the lower left of the page.



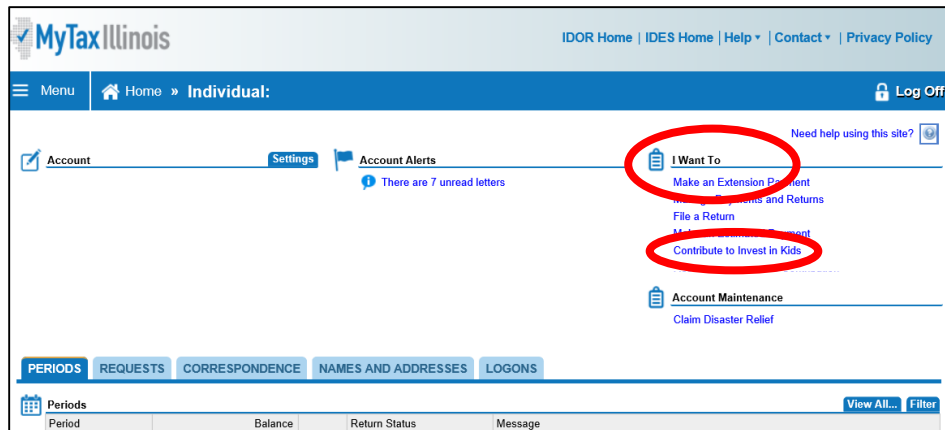
STEP 3: Once logged in, you will be taken to your home screen. Click on the blue “Individual” hyperlink on the left side in the middle of the page under the “Accounts” tab. If you are applying as a business, you will choose your business account instead of individual.



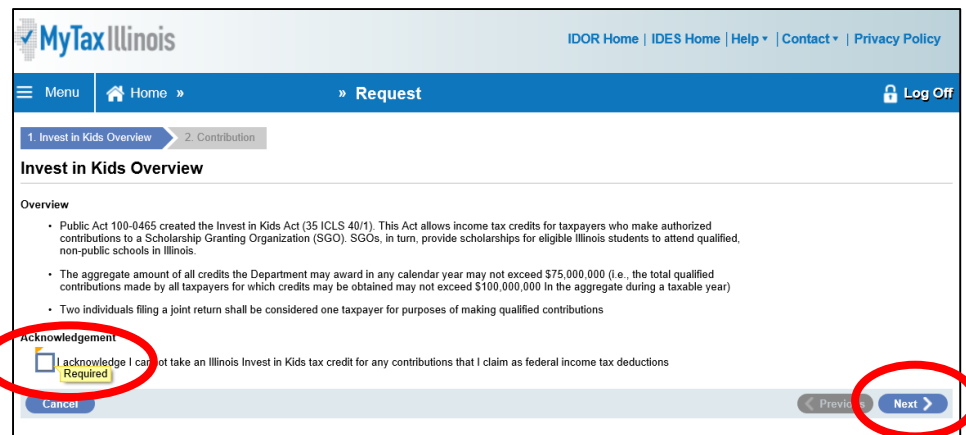
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STEP 4: Under the “I Want To” section in the top right corner, click on “Contribute to Invest in Kids.” This will take you directly to the credit application.



STEP 5: The first screen of the application is an overview of the program, and 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.



STEP 6: 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 amount you plan to **donate**. 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.

