



# Tax Credit Scholarship Donation Commitment

(Please Print)

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I commit to donating \$ \_\_\_\_\_ each year for \_\_\_\_ year(s) to a Scholarship Granting Organization (SGO) to support tax credit scholarships (TCS). My commitment to participate includes:

- Reviewing new information sent to me by the Archdiocese
- Applying for the tax credit at [mytax.illinois.gov](http://mytax.illinois.gov)
- Donating to an SGO within 60 days of the application
- Designating my donation to Archdiocese of Chicago Catholic Schools

Donor Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please mail signed and dated form to:**

Archdiocese of Chicago  
c/o Tax Credit Scholarships  
835 North Rush Street  
Chicago, IL 60611

**Email:**

[tcs@archchicago.org](mailto:tcs@archchicago.org)

This Letter of Intent has been created for future planning and budgeting purposes. It is not a legally binding commitment. If circumstances change, please simply contact the Tax Credit Scholarship team.

**Please keep this portion for your records.**

Thank you for your commitment of \$ \_\_\_\_\_, paid each year for \_\_\_\_ years beginning in 2018 for a total commitment of \$ \_\_\_\_\_. Please use the following steps to fulfill your commitment:

1. Request a Letter ID and create an account on **mytax.illinois.gov** upon its arrival in the mail
2. Gather information needed to apply for the tax credit: name of the SGO to which you are donating (e.g. Empower Illinois), the region for your donation (e.g. Region 1, Cook County — a full list is at [archchicago.org/tcs](http://archchicago.org/tcs)), and the amount you are donating
3. Apply for your tax credit by logging into your **mytax.illinois.gov** account and clicking the blue "Individual" link in the middle of the page then "Contribute to Invest in Kids" under "I Want To."
4. You will receive automatic approval and provided a Contribution Authorization Certificate (CAC)
5. Once approved, you have **60 days** to provide your CAC and donation to the SGO

**Step-by-step instructions for the above process is available at [archchicago.org/tcs](http://archchicago.org/tcs). If you have any questions, please contact the Tax Credit Scholarship Office at [tcs@archchicago.org](mailto:tcs@archchicago.org) or (312) 534-2617.**