

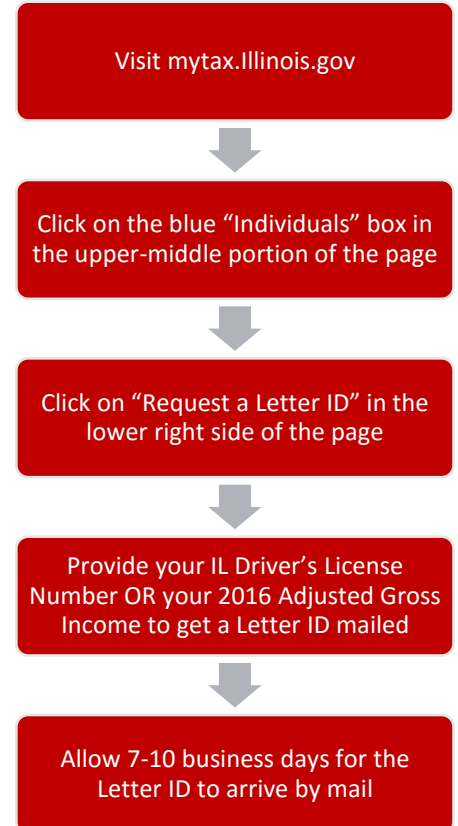
DONATION PROCESS

Donors must apply for a tax credit on the Illinois Department of Revenue (IDOR) MyTax Illinois website. IDOR will grant tax credits on a first come, first served basis. Individuals and corporations then have 60 days to donate that indicated amount to an SGO.

The full process required by IDOR is complex. Below is a simple four-step overview:

1. Create an account at mytax.illinois.gov.
 - a. All donors requesting a tax credit will need an account on mytax.illinois.gov.
 - b. If a donor does not have an account, he/she will need to request a Letter ID be mailed by IDOR to create one. The instructions to request a letter are at the right, and a step-by-step guide with screenshots is [HERE](#).
 - c. Instructions for setting up an account once the Letter ID arrives are [HERE](#).
2. Apply for a tax credit at mytax.illinois.gov. Donors will need to provide the following information:
 - a. Donation amount, SGO of choice (the Archdiocese is working with Empower Illinois and Big Shoulders Fund), and the region of choice (most Archdiocese of Chicago Catholic Schools are in Region 1, Cook County. A full list is found [HERE](#)).
 - b. The application is found by logging into a MyTax Illinois account, clicking the blue "Individual" link, and selecting "Contribute to Invest in Kids" under the "I Want To" section.
3. Donate to the SGO within 60 days of receiving your application approval and the Contribution Authorization Certificate.
 - a. Designate the donation to "Archdiocese of Chicago Catholic Schools."
 - b. If a donor is planning to designate his/her donation to a specific school, they should also include "Archdiocese of Chicago Catholic Schools" as a second choice to ensure the funds are used.
 - c. CLICK [HERE](#) for step-by-step instructions on how to view and download your Contribution Authorization Certificate.
4. Obtain Certificate of Receipt (COR) from the Illinois Department of Revenue within 30 days of donation. Use this certificate to claim your credit when filing your 2018 tax return in 2019.

TAX LETTER ID PROCESS



The Archdiocese of Chicago recommends donors determine their donation amount by consulting with their financial team, advisors or others.

