



# TAX CREDIT SCHOLARSHIP DONATION OVERVIEW

KIDS GET A SCHOLARSHIP | YOU GET A 75% TAX CREDIT

## 1. Establish a MyTax Illinois Account

To earn a state tax credit on your gift, you must first create a MyTax Illinois account with the Illinois Department of Revenue.

- Visit [MyTax.Illinois.gov](https://www.mytax.illinois.gov)
- Click on: **INDIVIDUALS** (blue button on the left)
- Select: **Request a Letter ID** (under Miscellaneous)
- Enter social security number and one of the following: IL drivers license number, state ID number, IL-PIN, most recent AGI
- Within 10 days, a letter ID will arrive via U.S. mail. This is needed to proceed to step 2.

Use your letter ID to activate your MyTax Illinois account by visiting [MyTax.Illinois.gov](https://www.mytax.illinois.gov) and clicking “Sign Up” and following the prompts.

If you already have a MyTax Illinois account, you can skip to step 2.

## 3. Retrieve Your Contribution Authorization Certificate

- Log out and log back in to your **MyTax Illinois** account
- Click on: **View More Account Options**
- Click on: **Letters**
- Click on: **Invest in Kids Contribution Application**
- This is your CAC. Save it to your computer. You will need it for step 4.

### REMINDERS

- If you have a pop up blocker installed, allow pop ups from MyTax Illinois when accessing your CAC.

## 2. Reserve Your State Tax Credit

Visit [MyTax.Illinois.gov](https://www.mytax.illinois.gov) to can reserve your state tax credit.

- Login to your MyTax Illinois account
- Click on: **INDIVIDUAL** (blue button on the left)
- Under “I Want To” (far right) click on: **Contribute to Invest in Kids**
- Check: **Invest in Kids Region** and select the region and SGO (Empower Illinois) where you will make your gift.

Once you reserve your tax credit, you have 60 days or until December 31, whichever comes first, to make your donation.

### REMINDERS

- Make sure the names on your CAC and the account used for your donation match
- **Donations made with trusts are not allowed to be designated**, per the Invest in Kids Act. Corporate donors can only designate to a region.

## 4. Donate To Your Favorite School With Empower Illinois

Once you have your CAC, you can make your donation to your favorite school. A full list of participating schools can be found on our website under the **Partner** tab.

- Go to: [Donations.EmpowerIllinois.org/Donations](https://www.donations.empowerillinois.org/Donations)
- Click on: **I Have My Certificate**
- Complete the Empower Illinois Donor Wizard

### REMINDERS

- You can donate via credit card, ACH, check, or stocks/bonds and designate your gift. **Donations made with a trust cannot be designated**. Corporate donors can only designate to a region.

Looking for help with your donation? Our team is happy to assist you. Call us at 800-616-7606 or email us at [donors@empowerillinois.org](mailto:donors@empowerillinois.org).



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