

Tax Credit Scholarship Donation Instructions

The Illinois “Invest in Kids” Tax Credit Scholarship Program provides qualifying low-income students with scholarships to private schools, like Christ the King Jesuit College Prep, while allowing individual and corporate donors to receive a state tax credit for 75% of the value of their donation. Many CTK students eligible to receive tax credit scholarships remain on the waiting list for additional scholarship support for the current 2018-2019 school year.

Step-by-Step Donation Instructions

Step 1: Create *MyTax Illinois* Account

- To set up a *MyTax Illinois* account, you need to request a Letter ID from mytax.illinois.gov. Click on the “Individuals” menu.

Step 2: Reserve a Tax Credit through the *MyTax Illinois* Account

- Log into your *MyTax Illinois* account using the user name and password created in Step 1.
- Fill out contribution details, including your donation amount and selected Scholarship Granting Organization (SGO). A SGO is a 501(c)(3) non-profit organization approved by the Illinois Dept. of Revenue. Look for Empower Illinois on the SGO list.

Step 3: Obtain a Contribution Authorization Certificate & Make a Donation

- Once the tax credit reservation is approved, the State of Illinois will send you an e-mail with a link to the Contribution Authorization form.
- Send this form and your payment to the selected SGO no later than the deadline date on the form – 60 days from the authorization date.
- When sending in your payment, **please remember to indicate that your contribution is restricted to Christ the King Jesuit College Prep**
- When using Empower Illinois as your designated SGO, you can choose to:
 - Send a check & other documents to: PO Box 809001, Chicago, IL 60680-9001; or
 - Make a donation online [HERE](#)
 - Marketable securities are accepted as tax-credited donations. Complete the PDF [donation form](#)
 - For donation assistance: (309) 644-4524 or info@empowerillinois.org

Step 4: Obtain the Certificate of Receipt through *MyTax Illinois* – for your tax records