



# MARIAN CATHOLIC HIGH SCHOOL

## Illinois Tax Credit Scholarship Donation Process

You have the power to influence the life of a child by participating in the Illinois Tax Credit Scholarship Program. This program offers individuals and corporations a 75% Illinois income tax credit in exchange for authorized contributions to Scholarship Granting Organizations that, in turn, provide financial assistance to students attending private schools - including Marian Catholic. With your support, families who could not afford a Marian Catholic education can realize a dream for their child. If you have questions about the program, please contact Marian Catholic President Mr. Vince Krydynski at (708) 755-7565 or vkrydynski@marianchs.com.

### **Step 1 – Request a Letter ID to Create an Account in My Tax Illinois**

What you need for this step:

- Your Social Security Number or FEIN if making a donation on behalf of a corporation  
*and*
- Your Illinois Driver's License number, State ID number, or Adjusted Gross Income from your most recent IL-1040

1. Go to [mytax.illinois.gov](http://mytax.illinois.gov) and at the top of the screen, click on **Individuals**.
2. Under **Miscellaneous**, click **Request a Letter ID**.
3. Fill in the required information.
  - Enter your *Social Security Number* and *Driver's License Number* (or one other piece of information as specified above)
4. At the top of the screen, click the **Submit** button.
5. Enter your email address.
6. You will receive an email confirmation, but will have to wait 7-10 days for the state to send you a verification letter which you need for the next step.

### **Step 2 - Activate Your My Tax Illinois Account**

What you need for this step:

- Your Social Security Number
- Your Verification Letter ID from Step 1

One of the following two items:

- Your IL-PIN (you can look this up during the process)
- Your Adjusted Gross Income from your most recent IL-1040

1. Go to [mytax.illinois.gov](http://mytax.illinois.gov) and login.
2. Click on the "**Sign up Now!**" button in the middle of the page.
3. Select SSN (Social Security Number) as the taxpayer ID type.
4. Enter your Social Security Number.
5. Answer the question: Are you trying to activate your MyTax Illinois account for Individual Income Tax? Check "**Yes**"
6. Enter your **Letter ID** and **one** of the following:
  - Your IL-PIN (you can look this up using the link provided)
  - **or** your Adjusted Gross Income from your most recent IL-1040.
7. Enter the remaining required information to complete your MyTax Illinois account creation.
8. **Make sure you write down the username and password you create.**
9. On the Confirmation screen, you will receive a confirmation number. You can print your confirmation.
10. You will receive an email about how to access the MyTax Illinois account you just created. It will include an **authorization code** which you will need to login to your MyTax Illinois account for the first time.

### **Step 3 - Register with the State to Participate in the Program**

1. Go to [mytax.illinois.gov](https://mytax.illinois.gov) and **login to your MyTax Illinois account.**
2. Under the "**I want to**" section, click the **Contribute to Invest in Kids** hyperlink to request the income tax credit.
3. Check the box acknowledging you cannot use this as a Federal tax deduction.
4. Choose a Region: **Region 1**
5. Choose an SGO: **Empower Illinois (or Big Shoulders Fund)**
6. Enter your Scholarship Pledge & Confirm Amount.
7. Submit.
8. Within three business days, you will receive an email with instructions on how to view your Department of Revenue Contribution Authorization Certificate (CAC) via your MyTax Illinois account. You will need to save the CAC to a file on your computer to complete Step 4.

### **Step 4 - Donate**

What you need for this step:

- Both pages of your Department of Revenue Contribution Authorization Certificate - You will be uploading it.
- Your Bank Routing & Bank Account numbers.
- The money you are donating must be available in your bank account.

### **Donating Online**

1. Go to <https://empowerillinois.org/> (or <https://www.bigshouldersfundsgo.org/donate/> Note: The process may be slightly different than below)
2. At the top of the screen, click on **Donors** and choose **Donate.**
3. On the next page, confirm that you have the necessary documents.
4. At the top of that same screen choose **Donate Online.**
5. A new screen appears, click **I Have My Certificate.**
6. Enter your Region Number. It's on your certificate, but it should be Region 1.
7. Select whether you are making your donation as an individual or a corporation.
8. Enter your **Certificate Number** and **Donation Amount.**
9. Choose **Marian Catholic High School** from the Designation 1 list.
10. Enter the amount you want to designate to Marian Catholic.
11. If you wish to designate funds to another school, you can click **+ Select another school...**
12. Check the next three boxes and click **Next.**
13. Upload both pages of your **Department of Revenue Contribution Authorization Certificate.**
14. Click Select File to locate and upload your letter.
15. Once the screen says "Certificate Saved," click **Make Online Donation Now.**
16. Enter all necessary information - including your Bank Routing Number & Bank Account Number.
17. Click Continue.
18. Check that all of your information is correct.
19. Check the box at the bottom for **I Accept the Terms and Conditions.**
20. Click **Confirm.**
21. At the top of the page, click the link that says "**print this page**" for your records and make note of your **Confirmation Number** which is also at the top of the page.

**Thank you for supporting Marian Catholic's Scholars with a Soul!**