

Illinois Tax Credit Scholarship Program through Empower Illinois

The Illinois Tax Credit Scholarship Program was designed for you to support Catholic education **and** to reduce your Illinois tax liability at the same time.

For example, if you have an estimated 2020 Illinois tax amount of \$750 and you make a \$1,000 donation to Mater Dei Catholic High School through the Illinois Tax Credit Scholarship program using Empower Illinois, then you will receive a \$750 Illinois tax credit for 2020. As a result, your out-of-pocket donation is only \$250, since the \$750 you already owe the State of Illinois in Illinois tax will now be used to benefit Mater Dei Catholic High School. In other words, up to 75% of what you donate will be a tax credit to you.

Moreover, until March 30, 2020, you have the opportunity to actually double the amount that Mater Dei Catholic High School will receive from your contribution through Empower Illinois with a matching gift from a generous family in the Diocese of Belleville. The match to Mater Dei Catholic High School will be dollar for dollar.

For your convenience, I have provided the steps for the donation process below. Although the process may seem complicated, following the steps is actually quite simple. More importantly, the result will be that you are able both to save on your Illinois state tax liability and to make a donation to Mater Dei Catholic High School.

I have personally used this process for both the 2018 and 2019 tax years and am quite pleased with the results. Since the federal tax deduction has been significantly raised for donations to qualify, this alternate means of both reducing one's state tax liability and supporting Mater Dei Catholic High School makes a great deal of sense.

Thank you for your consideration and support!



Fr. Chuck Tuttle
Director of Advancement

REQUEST A LETTER ID

Step 1: Log on to <https://mytax.illinois.gov>

- a. If you already have an account, enter your username and password to verify *and skip to Step 11*
- b. If you do NOT have an account, click the 'Individuals' tab

Step 2: Click on 'Request a Letter ID'; under the 'Miscellaneous' section

Step 3: Enter your Social Security Number and one of the following:

- a. IL-PIN
- b. Most Recent Adjusted Gross Income
- c. IL Driver's License Number
- d. IL State Identification Number

Step 4: Click 'Submit' and enter and confirm your email address; then click 'OK' to submit and receive your confirmation

Step 5: Your Letter ID will be mailed to the address on your last year's tax return. You should receive it within 7–10 business days

AFTER YOU HAVE RECEIVED YOUR LETTER ID, ACTIVATE YOUR ACCOUNT

Step 6: Log on to <https://mytax.illinois.gov> and click 'Sign Up Now'

Step 7: Select SSN, enter your Social Security Number and click submit; then click 'Yes' to begin activating your account

Enter your Letter ID and either your Individual IL Pin or your most recent Adjusted Gross Income (AGI). If you choose your IL PIN, click on 'Look Up My IL PIN' and go to Step 8. If you choose your most recent AGI, go directly to Step 9.

Step 8: If you choose to look up your Individual IL PIN click on 'Look Up My IL PIN'

- a. Enter your SSN and either your IL Driver's License or your most recent Adjusted Gross Income
- b. Click 'Conduct Inquiry'
- c. Copy your IL PIN and then click 'Back'

Step 9: Enter your Letter ID and your IL PIN. When the screen expands, enter:

- a. Your contact information
- b. A username and password
- c. A security question and answer
- d. Confirmation of your email and password; and then click submit

Step 10: Click 'OK' on the next screen. You will receive email confirmation that your account was activated

RESERVE YOUR CREDIT

Only donors who have activated an account with the Illinois Department of Revenue (IDOR) will be able to reserve a tax credit. If you have a username from a previous year, log in using that username and password. If you cannot access your account, contact IDOR at 800-732-8866 to resolve this issue. If this is your first time logging into your account after creating it, you will need to enter the activation code you received from IDOR after your account was created.

Step 11: Visit mytax.illinois.gov and log in

Step 12: Once logged in, you will be taken to your home screen

Click on the blue “Individual” hyperlink on the left side in the middle of the page under the “Accounts” tab. If you are applying as a business, you will choose your business account instead of individual.

Step 13: Under the “I Want To” section in the top right corner, click on “Contribute to Invest in Kids.” This will take you directly to the credit application.

Step 14: The first screen of the application is an overview of the program

- a. It asks you to acknowledge that you are not permitted to take state tax credit for any contributions that you claim as a federal deduction.
- b. Click the white and blue box to indicate you understand the restriction. Click the blue “Next” button in the bottom right corner.

Step 15: Fill out the requested information on the “Contribution” screen

- a. Region and Scholarship Granting Organization of choice and the amount you plan to donate (contribution pledge).
- b. Please Note: this is the amount you plan to donate. You will then get a tax credit valued at 75 percent of that donation. Once filled out, click “Submit.” You will then be prompted to re-enter your MyTax Illinois account password and click “OK.” The final screen will be a confirmation that your application has been accepted.

MAKE YOUR DONATION

Step 16: Visit <https://EmpowerIllinois.org>

On the donor page, click “donate” and follow the prompts to donate by check, online or using stocks and bonds. After choosing your method of donation, choose Region 5 and find Mater Dei High School Breese in the list.