

## Setting up a MyTax Account

To create an account, you must first apply for a Letter ID.

1. You will need:
  - A. Your SSN number
  - B. one of the following 3 things:
    1. Your Illinois driver's license
    2. State id number
    3. Your adjusted gross income (AGI) from last year
2. Visit the Illinois Department of Revenue's MyTax website: [https://mytax.illinois.gov/ /](https://mytax.illinois.gov/)
3. Select the "individuals" tab.
4. Under "Miscellaneous" on the right side, select "Request a Letter ID."
5. Follow the prompts. Your Letter ID should be mailed to you. You should receive it in 7-10 days.

When you receive the letter, use the number to create a MyTax account.

Instructions for setting up the account:

1. Have the same information handy (your SSN and your state ID or AGI)  
(If you have your AGI you can skip the next steps to get your IL-PIN)
2. Visit the Department's home page: <http://tax.illinois.gov>
3. Under "Individuals" select "Get your IL-PIN"
4. Follow the prompts. Once you get your IL-PIN, save it for the next steps.
5. Visit: [https://mytax.illinois.gov/ /](https://mytax.illinois.gov/)
6. Select "Sign up Now!" tab
7. Follow the prompts
8. Retrieve your authorization code from your email
9. Save your username and password in a safe place.

## Applying for Credits and Making the Contribution

1. On Jan 2, 2018 at 8:00am, the Illinois Department of Revenue will allow taxpayers to "reserve credits" by applying for an "authorized contribution." Using their MyTax account, taxpayers can request up to \$1M in credits but can rescind any amount. Upon being approved, taxpayers have 60 days to contribute before the credit is forfeited. (If they donate only a portion, they will receive a 75% credit for that portion donated.) Taxpayers must designate a region, and individuals may designate a school or subset of schools. A Contribution Authorization Certificate (CAC) will be mailed to taxpayers who have been approved.
2. Upon receiving the CAC, visit the Scholarship Granting Organization (SGO) website, <https://empowerillinois.org/> use the certificate number and donate. To designate your donation to a Jewish Day School, you can choose a school or donate to all Agudath Israel schools by following the prompts.
3. You will receive a receipt from Empower Illinois which you will use to claim a 75 % tax credit on your 2018 Illinois tax return. You may begin adjusting withholdings immediately. Please consult a tax professional on how this might impact your tax liability.