

Step #1

Before you can
Contribute you
must Obtain a
“Letter ID”:

Go to
mytax.illinois.gov. In
the “Individuals” card,
click on the link that
says “Request a
Letter ID”

The screenshot shows the MyTax Illinois website. At the top, there is a navigation bar with links for Privacy Policy, Contact, Help, IDES Home, and IDOR Home. The MyTax Illinois logo is prominently displayed. Below the logo is a large image of the Illinois State Capitol building. On the right side, there is a login form with fields for Username and Password, a Log in button, and links for 'Forgot username or password?', 'Don't Have a Logon? Register Here', and 'Sign Up'. Below the login form is a search bar with the text 'Search our online services'. The main content area is divided into three cards: 'Individuals', 'Register', and 'IFTA'. The 'Individuals' card has a header image of a diverse group of people and lists three services: 'File an original return (IL-1040)', 'Make an IL-1040, IL-1040-ES, or IL-505-I payment', and 'Request a Letter ID'. A large red arrow points to the 'Request a Letter ID' link. The 'Register' card has a header image of hands typing on a laptop and lists five services: 'Register a New Business (Form REG-1)', 'Register for a Bingo, Pull Tabs, or Charitable Games License', 'Apply for or Renew a Sales Tax Exemption', and 'Register to be a Qualified Practitioner'. The 'IFTA' card has a header image of a truck and lists two services: 'Apply for a new IFTA license and decals (Form MFUT-12)' and 'Access the Illinois Motor Fuel Use Tax Carrier Compliance Manual (MFUT-53)'.

Filling out the “Request a Letter ID” section:

- You will need your Social Security number, your Drivers License number, and your email for confirmation to be sent.
- Submit your request and in 7 to 10 days you should receive via USPS a letter containing your ID.
- Once you have the Letter ID in hand you can proceed to Step #2.

IIT Letter ID Request

Complete the information below to request your Letter ID and click submit. The Department will send a notice with your Letter ID to the address filed on your most currently filed IL-1040 tax return. If your address has changed since filing your return and has not been updated with the Department, you will not be able to create a MyTax Illinois account using the “Request a Letter ID” option. If you want to file your IL-1040 using MyTax Illinois, you can file [here](#).

Note:
You will not receive your letter id to activate a MyTax Illinois account if you do not have a valid mailing address on file with us.

1. Social Security Number

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2. Please enter ONE of the following:

IL-PIN * Prior Year Adjusted Gross Income: * Illinois Drivers License Number: * Illinois State Identification Number: *

For more information, contact:

Julie Betz

jbetz@gracecrusaders.org

815-939-4579 ext. 135



OR Children's Tuition Fund directly

Lori Westlund

Lori_Westlund@acsi.org

(719) 867-5266



Children's
Tuition Fund

Addey Vaters

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