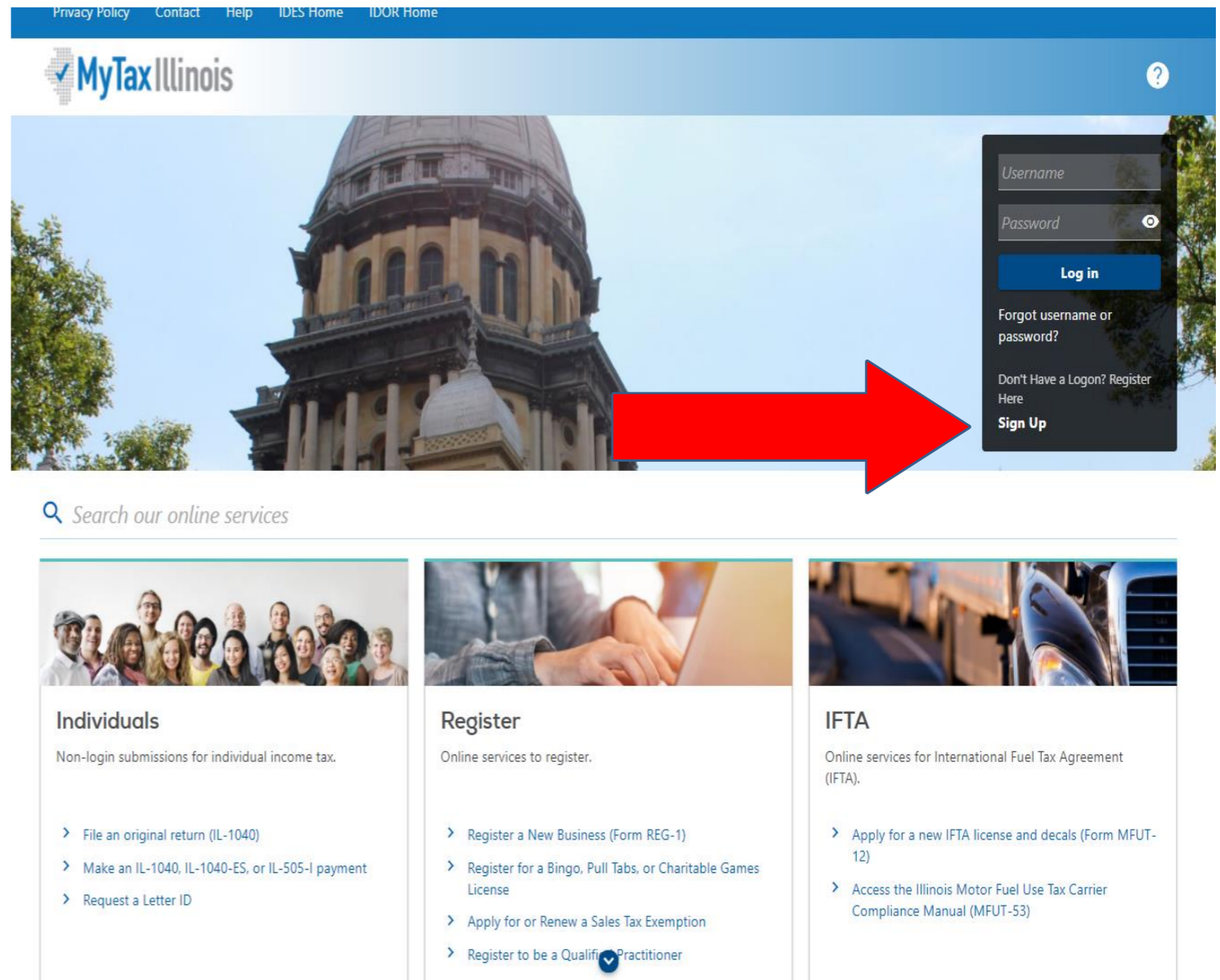


# Step #2

1. Login to [mytax.illinois.gov](https://mytax.illinois.gov).
  - If clients do not have a login they must create an account on [mytax.illinois.gov](https://mytax.illinois.gov) by clicking the “Sign Up” link at the bottom left of the Login to MyTax Illinois box.
  - Fill out SSN, your letter ID, lookup your pin# on the form. Once complete – you can Log In with your new Username & Password.



The screenshot shows the MyTax Illinois website interface. At the top, there is a navigation bar with links for Privacy Policy, Contact, Help, IDES Home, and IDOR Home. Below this is the MyTax Illinois logo and a search bar. The main content area features a large image of the Illinois State Capitol building. On the right side, there is a login box 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. A red arrow points from the Sign Up link to the right. Below the main content area, there are three service categories: Individuals (Non-login submissions for individual income tax), Register (Online services to register), and IFTA (Online services for International Fuel Tax Agreement (IFTA)).

Privacy Policy Contact Help IDES Home IDOR Home

MyTax Illinois

Username

Password

Log in

Forgot username or password?

Don't Have a Logon? Register Here

Sign Up

Search our online services

**Individuals**  
Non-login submissions for individual income tax.

- > File an original return (IL-1040)
- > Make an IL-1040, IL-1040-ES, or IL-505-I payment
- > Request a Letter ID

**Register**  
Online services to register.

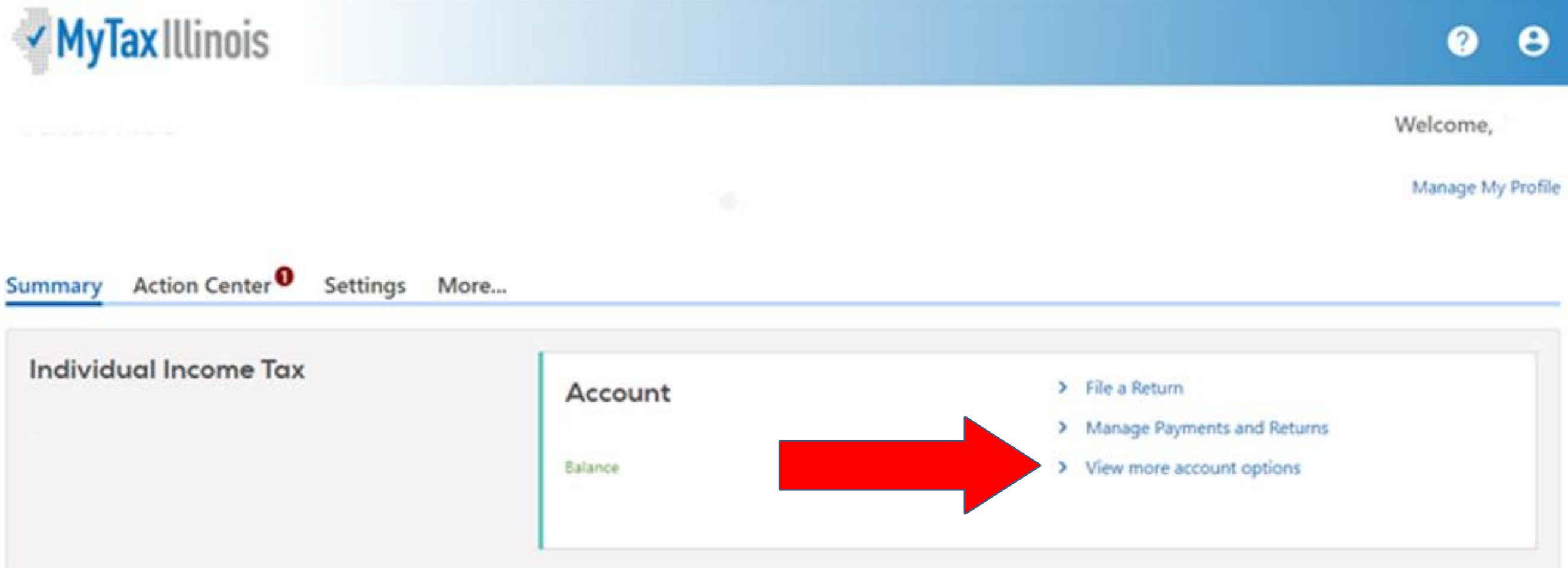
- > Register a New Business (Form REG-1)
- > Register for a Bingo, Pull Tabs, or Charitable Games License
- > Apply for or Renew a Sales Tax Exemption
- > Register to be a Qualified Practitioner

**IFTA**  
Online services for International Fuel Tax Agreement (IFTA).

- > Apply for a new IFTA license and decals (Form MFUT-12)
- > Access the Illinois Motor Fuel Use Tax Carrier Compliance Manual (MFUT-53)

## 2. Navigate to “Contribute to Invest in Kids” link

- At the summary page click “View more account options”



The screenshot shows the MyTax Illinois website interface. At the top left is the logo "MyTax Illinois" with a checkmark icon. To the right of the logo is a blue header bar containing a question mark icon and a user profile icon. Below the header bar, the text "Welcome," is visible, followed by a link "Manage My Profile". A navigation menu is located below the header, with "Summary" underlined, "Action Center" with a red notification badge, "Settings", and "More...". The main content area is titled "Individual Income Tax" and contains a section for "Account" with a "Balance" label. To the right of the "Account" section is a list of three links: "File a Return", "Manage Payments and Returns", and "View more account options". A large red arrow points to the "View more account options" link.

MyTax Illinois

Welcome,

Manage My Profile

Summary Action Center <sup>1</sup> Settings More...

Individual Income Tax

Account

Balance

- > File a Return
- > Manage Payments and Returns
- > View more account options

## 2. Navigate to “Contribute to Invest in Kids” link

- At “More account options,” click on “Contribute to Invest in Kids”

### More account options

Individual Income Tax

#### More account options

 Search our online services

#### Account Options

- > Make an Extension Payment
- > Make an Estimated Payment
- > Contribute to Invest in Kids
- > Respond to an Examination
- > Respond To Audit

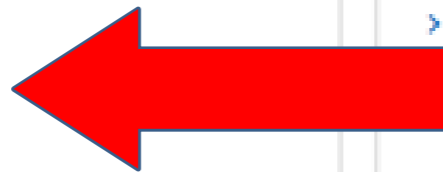
#### Periods and Submissions

- > View Account Periods
- > View Account Submissions

#### Letters and Messages

Options for viewing account specific letters and messages.

- > View Account Letters
- > View Account Messages
- > Respond to a Notice



- Check the Acknowledgment Box

## Apply for a Contribution Authorization Certificate



Invest in Kids Overview

### Overview

- Public Act 100-0465 created the Invest in Kids Act (35 ICLS 40/1). This Act allows income tax credits for taxpayers who make authorized contributions to a Scholarship Granting Organization (SGO). SGOs, in turn, provide scholarships for eligible Illinois students to attend qualified, non-public schools in Illinois.
- The aggregate amount of all credits the Department may award in any calendar year may not exceed \$75,000,000 (i.e., the total qualified contributions made by all taxpayers for which credits may be obtained may not exceed \$100,000,000 In the aggregate during a taxable year)
- Two individuals filing a joint return shall be considered one taxpayer for purposes of making qualified contributions

### Acknowledgement

I acknowledge I cannot take an Illinois Invest in Kids tax credit for any contributions that I claim as federal income tax deductions \*

Cancel

< Previous

Next >

## Apply for a Contribution Authorization Certificate



Invest in Kids Overview



Contribution

Name and Address

### Contribution Details

Choose a Region

[Region Map](#)

Region 3 - North Central Countie: ▾

Choose a Scholarship Granting Organization

CHILDREN'S TUITION FUND OF IL ▾

Contribution Pledge \*

*Required*

Confirm Amount \*

*Required*

**Note:** We reserve the right to reduce your contribution amount if the region's limit for tax credits has been reached.

I authorize the Department of Revenue to provide my full name and email address (listed below) to the SGO.

Email \*

*Required*

## Allocate a Contribution

- Choose Region 3 from the drop down menu.
- Choose "Children's Tuition Fund of Illinois" - for the SGO
- Enter the pledge
- Confirm Amount and Submit.

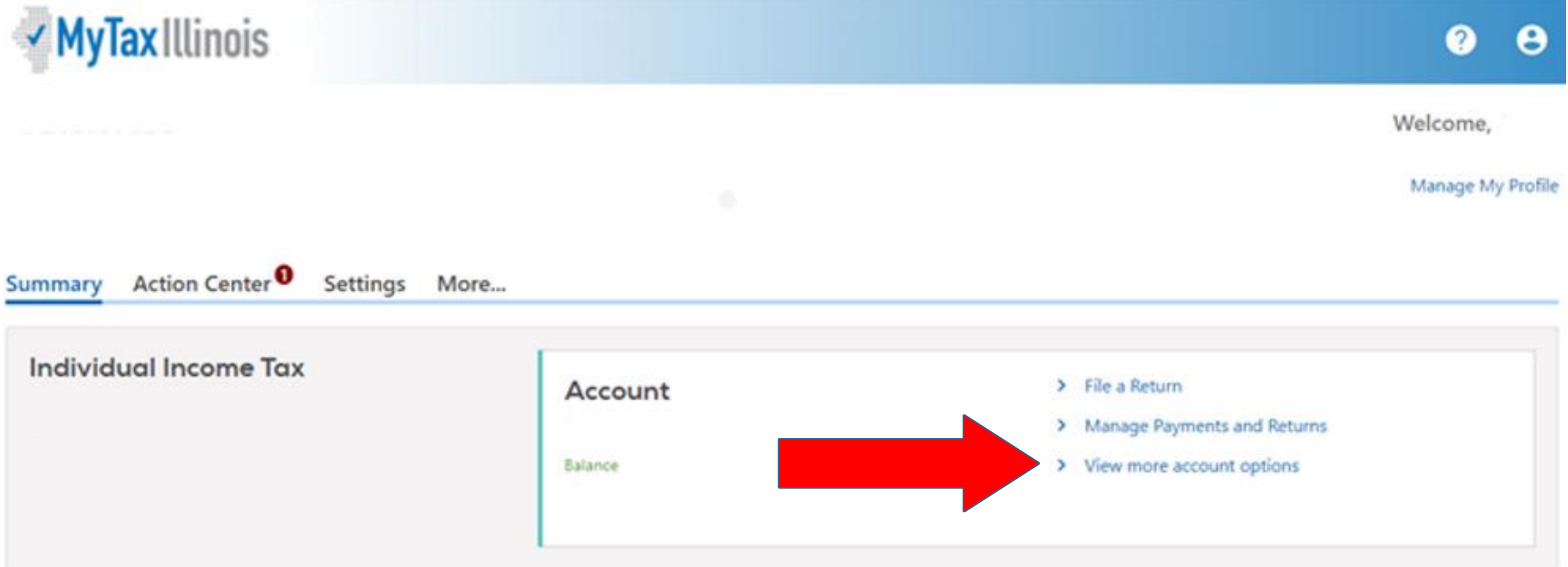
Cancel

< Previous

Submit

### 3. Save your “Invest in Kids Certificate” to your computer

- At the summary page click “View more account options”



The screenshot shows the MyTax Illinois website interface. At the top left is the logo "MyTax Illinois" with a checkmark icon. To the right of the logo is a blue header bar containing a question mark icon and a user profile icon. Below the header bar, the text "Welcome," is visible, followed by a link "Manage My Profile". A navigation menu below the header includes "Summary" (underlined), "Action Center" with a red notification badge, "Settings", and "More...". The main content area is titled "Individual Income Tax" and contains a section labeled "Account" with a "Balance" field. To the right of the "Account" section is a list of three links: "File a Return", "Manage Payments and Returns", and "View more account options". A large red arrow points from the "Account" section towards the "View more account options" link.

# 3. Save your “Invest in Kids Certificate” to your computer

- At “More account options,” click on “View Account Letters”

## More account options

Individual Income Tax

### More account options

 Search our online services

#### Account Options

- > Make an Extension Payment
- > Make an Estimated Payment
- > Contribute to Invest in Kids
- > Respond to an Examination
- > Respond To Audit

#### Periods and Submissions

- > View Account Periods
- > View Account Submissions



#### Letters and Messages

Options for viewing account specific letters and messages.

- > View Account Letters
- > View Account Messages
- > Respond to a Notice

### 3. Save your “Invest in Kids Certificate” to your computer

- a) Next, select “Invest in Kids Contributn Appl” and the certificate will open.
- b) Save the Certificate to the computer.



< More account options

#### Letters

Inbox Archived Search

#### Letters

Archive All

Sent	Type	Period	
	Invest in Kids Cert of Receipt		Archive
	Invest in Kids Contributn Appl		Archive
	MyTax Access Request		Archive



For more information, contact:

**Julie Betz**

[jbetz@gracecrusaders.org](mailto:jbetz@gracecrusaders.org)

815-939-4579 ext. 235



**OR Children's Tuition Fund directly**

**Lori Westlund**

[Lori\\_Westlund@acsi.org](mailto:Lori_Westlund@acsi.org)

(719) 867-5266



**Children's  
Tuition Fund**

**Addey Vaters**

[Addey\\_Vaters@acsi.org](mailto:Addey_Vaters@acsi.org)

(719) 867-0247