

## HOW TO

SAVE ON ILLINOIS TAXES  
WITH INVEST IN KIDS



## INVEST IN KIDS PROGRAM

***Did you know you can receive a 75% state tax credit while helping a St. Joseph High School student afford tuition?***

Your participation in the Illinois State Tax Credit Scholarship Program (Invest in Kids Act) can lower your Illinois state income tax and help the mission of St. Joseph High School.

Here's just one example: If you make a \$4,000 contribution to a Scholarship Granting Organization (SGO) and designate your contribution for **St. Joseph High School**, you then receive a \$3,000 State of Illinois tax credit. The SGO then provides \$3,800 to St. Joseph High School as a tuition grant for a deserving student. (5% is kept by the SGO)

The major **Scholarship Granting Organizations** are:

- [Big Shoulders](#)
- [Empower Illinois](#)

***Please note:*** A federal tax deduction is not available for these donations. Please consult your tax/legal advisors before making any donation.

## **4** STEPS TO PARTICIPATE

### **STEP 1: Request a Letter ID from the State of Illinois**

- Go to: <https://mytax.illinois.gov>
- Select: Individual
- Select: Request a letter ID
- Enter: Social Security Number
- Enter one of the following:
  - Illinois driver's license number,
  - Illinois state ID number,
  - IL PIN or adjusted gross income from prior year's tax return.

(Call 1-800-732-8866 if you need assistance)

- Click: Submit button in the upper right and confirm your email address.

You will receive a confirmation code for our Letter ID request. Your Letter ID will be mailed to you from the Illinois Department of Revenue. Once received, please proceed to Step 2.

## **STEP 2: Reserve Your Tax Credit**

- Go to: <https://mytax.illinois.gov>
- Select: Sign-up Now (under Login to My Tax Illinois)
- Select: Social security number and enter
- Enter: Letter ID
- Enter: Contact info as requested
- Create: Username and password
- Select: Submit
- Print your confirmation

You will then be emailed an authorization code. This code is needed to reserve your tax credit. Once you have your code, please proceed to Step 3.

## **STEP 3: Reserve Your Tax Credit**

- Go to: <https://mytax.illinois.gov>
- Select: Individual
- Select: Contribute to Invest in Kids Act
- Choose Region #1
- Choose an SGO
- Enter: Contribution amount
- Confirm
- Check the box to allow SGO to send the Illinois Department of Revenue to share your information and email with the SGO you selected.
- Confirm with your password

You will receive confirmation which completes your application process. The Illinois Department of Revenue will put a CAC (Contribution Authorization Certificate) in your MyTax Illinois account within three days.

## **STEP 4: Make your Contribution to the SGO**

- Retrieve the CAC from your MyTax Illinois account. You must make your contribution within 60 days of receiving your CAC.
- Go to: <https://mytax.illinois.gov>
- Enter: Username and password
- Click: Correspondence
- Click: View Letters

Visit the website of the SGO you chose in Step 3 to make the contribution. This is where you designate St. Joseph High School as the recipient of your gift. Please be sure to complete a school designation form and you will need to send your CAC to the SGO via email or mail.

Contributions to the SGOs can be made in various ways, including check by mail, online with a credit card bank transfer or with appreciated stock.



*If you have any questions about this process, please contact John McAuliffe,  
Executive Director of Finance & Advancement at St. Joseph High School.*

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