



ILLINOIS GIVES: STEP-BY-STEP DONOR INSTRUCTIONS

Please note: If you do not have a MyTax Illinois account, this process can take up to 10 days. To set up your account, go to mytax.illinois.gov and click “Sign Up.” You will need a Letter ID from a notice issued by the Illinois Department of Revenue within the last 90 days. If you do not have a Letter ID, click “Cancel” on the login creation page and select the “Request a Letter ID” link in the Individuals panel of the homepage. A notice with the Letter ID will be mailed to the address on file within 10 days.

Step 1: Once you have established your MyTax Illinois account, go to mytax.illinois.gov and enter your credentials in the top-righthand login box.

Step 2: Once logged in, click “View more account options” in the “Individual Income Tax” section of the Summary page.

Step 3: Click “Contribute to Illinois Gives” under the “Account Options” box.

Step 4: Click “Next”

Step 5: Now, you will be at a form to submit gift details. From the drop-down menu, select COMMUNITY FOUNDATION OF CENTRAL ILLINOIS or PEORIA AREA COMMUNITY FOUNDATION, as CFCI may be listed as either. Enter gift amount and email address, then click “Submit.”

Step 6: A confirmation box will appear after you submit the gift information. You now must re-enter your password and then click “OK.”

Step 7: After successfully submitting the form, you will be presented with a confirmation page. Print for your records. Be sure to notify CFCI of the gift approval and to which fund you would like it directed to.

Step 8: Once you have submitted the request, you can check the status of the authorization within your MyTax account. From your summary page, click “More...”

Step 9: In the “Letters” box, select “View Letters”

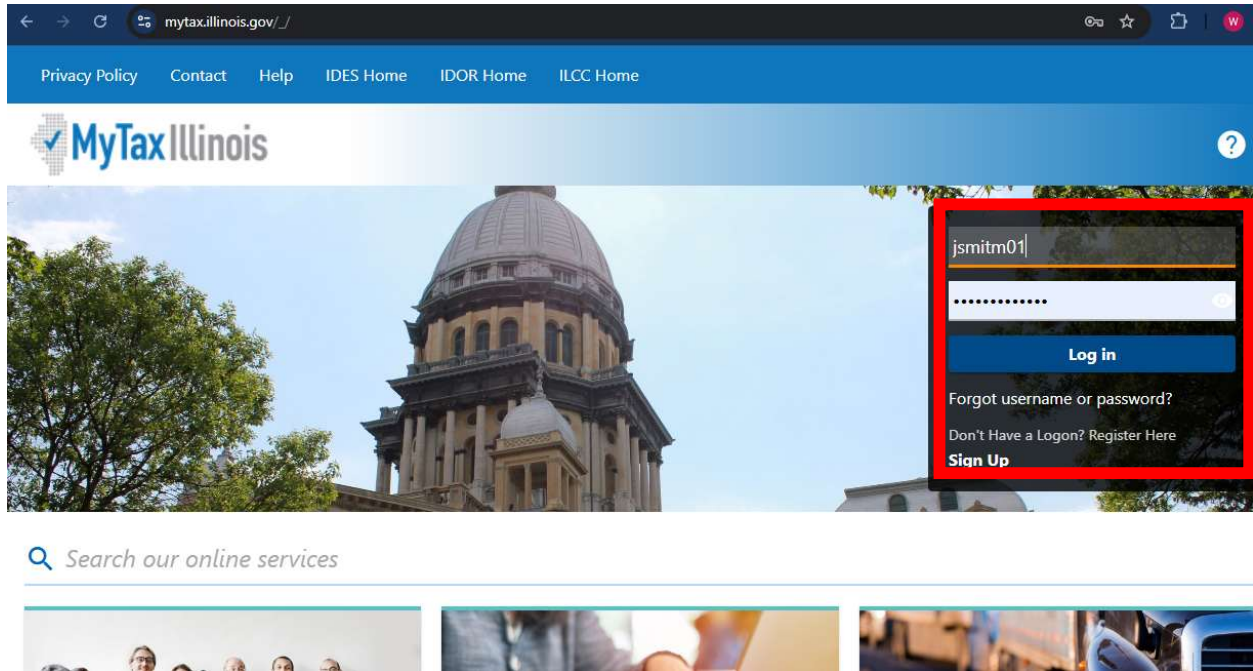
Step 10: Once the gift has been authorized by the Illinois Department of Revenue (IDOR), you will see a “Contribution Authorization Certificate for Income Tax Credits.” This confirms that you may move forward with donating to CFCI as described in your Illinois Gives application. Please include a copy of your Contribution Authorization Certificate with your gift.

Once the gift is deposited by CFCI, we will confirm the gift with IDOR and issue you a copy of this confirmation along with your regular donation receipt. MyTax will then issue you an official “Certificate of Receipt” which you will use to claim the credit on your income tax return.

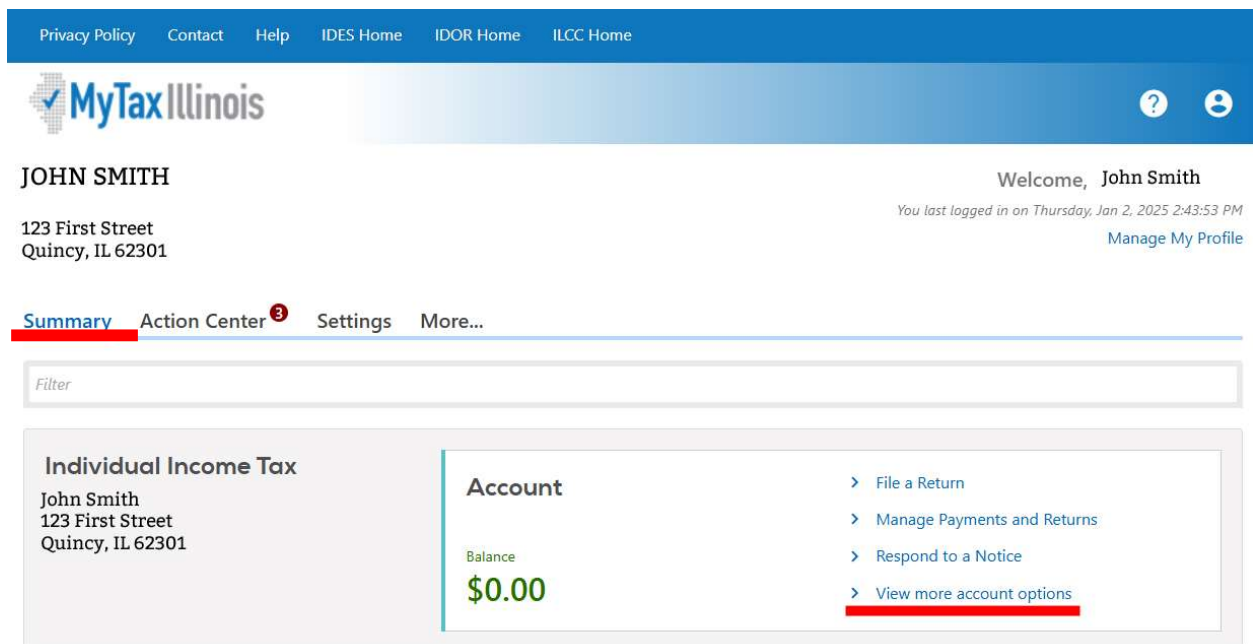
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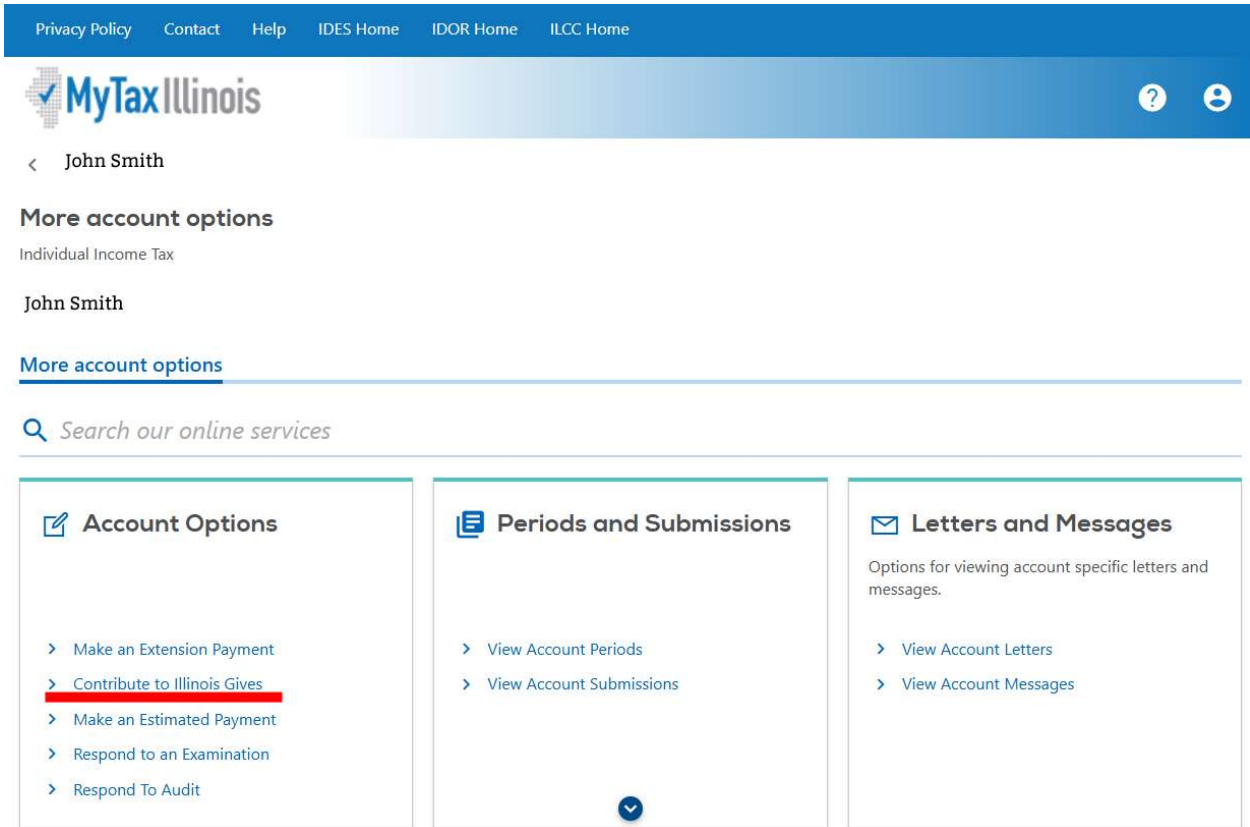
Step 1: Once you have established your MyTax Illinois account, go to mytax.illinois.gov and enter your credentials in the top-righthand login box.



Step 2: Once logged in, click “View more account options” in the “Individual Income Tax” section of the Summary page.

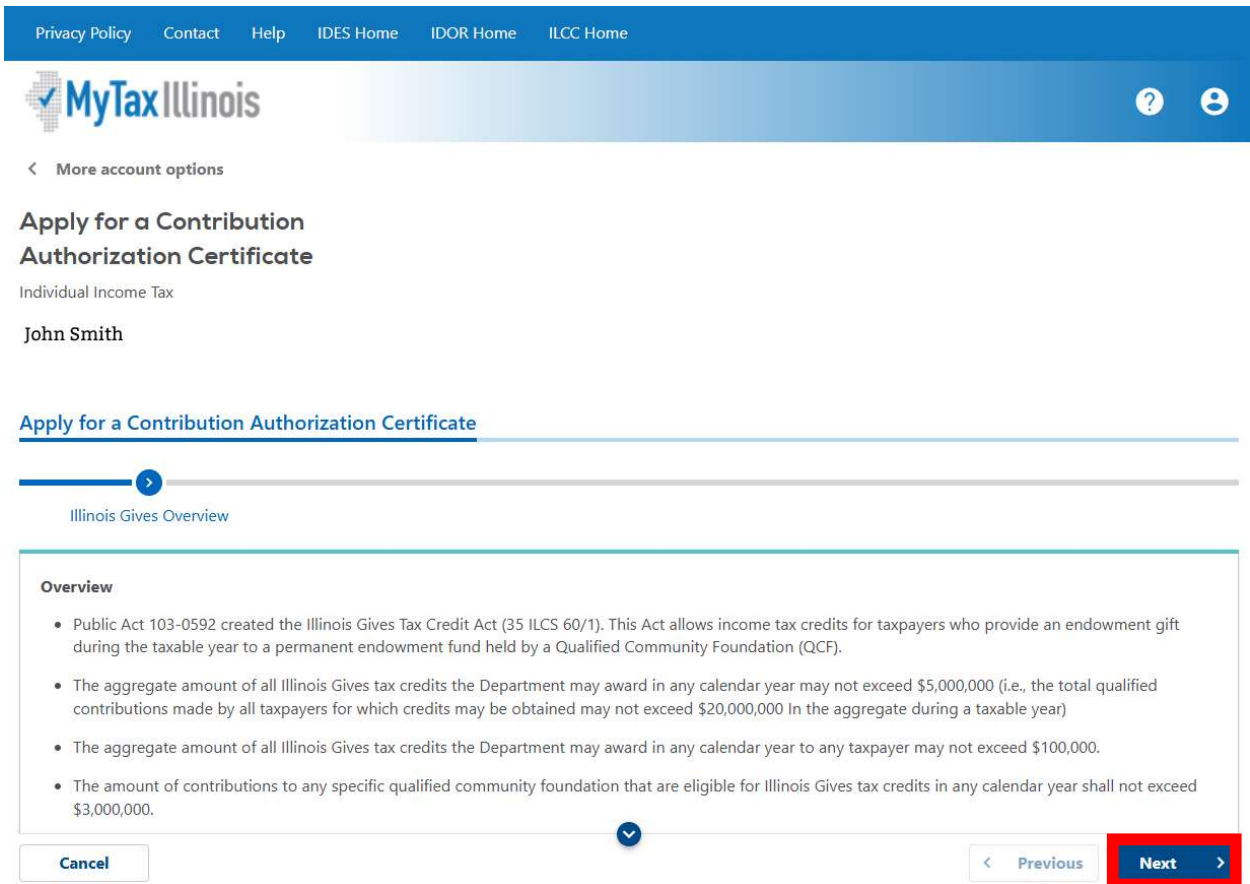


Step 3: Click “Contribute to Illinois Gives” under the “Account Options” box.



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, IDOR Home, and ILCC Home. Below the navigation bar is the MyTax Illinois logo and a user profile icon for John Smith. The main content area is titled "More account options" and "Individual Income Tax". Underneath, the user's name "John Smith" is displayed. A section titled "More account options" is highlighted with a blue underline. Below this, there is a search bar with the placeholder text "Search our online services". The main content area is divided into three columns: "Account Options", "Periods and Submissions", and "Letters and Messages". The "Account Options" column contains a list of options: "Make an Extension Payment", "Contribute to Illinois Gives" (highlighted with a red underline), "Make an Estimated Payment", "Respond to an Examination", and "Respond To Audit". The "Periods and Submissions" column contains "View Account Periods" and "View Account Submissions". The "Letters and Messages" column contains "View Account Letters" and "View Account Messages".

Step 4: Click “Next”



The screenshot shows the MyTax Illinois website interface for the "Apply for a Contribution Authorization Certificate" page. At the top, there is a navigation bar with links for Privacy Policy, Contact, Help, IDES Home, IDOR Home, and ILCC Home. Below the navigation bar is the MyTax Illinois logo and a user profile icon for John Smith. The main content area is titled "Apply for a Contribution Authorization Certificate" and "Individual Income Tax". Underneath, the user's name "John Smith" is displayed. A section titled "Apply for a Contribution Authorization Certificate" is highlighted with a blue underline. Below this, there is a progress bar with a blue circle and a right arrow, indicating the current step. The main content area is titled "Illinois Gives Overview". Below this, there is a section titled "Overview" with a list of bullet points: "Public Act 103-0592 created the Illinois Gives Tax Credit Act (35 ILCS 60/1). This Act allows income tax credits for taxpayers who provide an endowment gift during the taxable year to a permanent endowment fund held by a Qualified Community Foundation (QCF).", "The aggregate amount of all Illinois Gives tax credits the Department may award in any calendar year may not exceed \$5,000,000 (i.e., the total qualified contributions made by all taxpayers for which credits may be obtained may not exceed \$20,000,000 In the aggregate during a taxable year)", "The aggregate amount of all Illinois Gives tax credits the Department may award in any calendar year to any taxpayer may not exceed \$100,000.", and "The amount of contributions to any specific qualified community foundation that are eligible for Illinois Gives tax credits in any calendar year shall not exceed \$3,000,000." At the bottom of the page, there are three buttons: "Cancel", "Previous", and "Next" (highlighted with a red border).

Step 5: Now, you will be at a form to submit gift details. From the drop-down menu, select COMMUNITY FOUNDATION OF CENTRAL ILLINOIS or PEORIA AREA COMMUNITY FOUNDATION, as CFCI may be listed as either. Enter gift amount and email address, then click “Submit.”

Apply for a Contribution Authorization Certificate

Progress bar: Illinois Gives Overview (checked) > Contribution

Name and Address

John Smith
123 First Street
Quincy, IL 62301

Contribution Details

Choose a Qualified Community Foundation

COMMUNITY FOUNDATION OF ILLINOIS

Contribution Pledge

10,000

Confirm Amount

10,000

Note: We reserve the right to reduce your contribution amount if the program'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 QCF.

Email

jsmith00@gmail.com

Buttons: Cancel, Previous, Submit

Step 6: A confirmation box will appear after you submit the gift information. You now must re-enter your password and then click “OK.”

Confirmation dialog box

Submit this Request?

Your password is required to submit this request. Are you sure you want to Submit?


Password *

Required

Buttons: Cancel, OK

Step 7: After successfully submitting the form, you will be presented with a confirmation page. Print for your records. Be sure to notify CFCL of the gift approval and to which fund you would like it directed to.

Privacy Policy Contact Help IDES Home IDOR Home ILCC Home

 ?

< More account options

Confirmation

You have successfully submitted your application for a Contribution Authorization Certificate under the *Illinois Gives* program. You will receive an email when your request has been fully processed by the Department.

Your confirmation number is **1-234-2532**

Submitted on: 1/2/2025 2:48:04 PM (Central Time)
Request type: Apply for a Contribution Authorization Certificate
Details of your request:
Account number:
Tax year: 2025
Requested Contribution Amount: \$10,000.00

Qualified Community Foundation: COMMUNITY FOUNDATION OF THE QUINCY AREA

You may print this page for your records. This confirmation screen will not be accessible once you navigate away from this page. However, a record of your request will remain available in your account.


If you have questions, please visit our website at tax.illinois.gov or call us at **217 785-7313**. Reference the confirmation number provided above.

[Printable Confirmation](#)

[OK](#)

Step 8: Once you have submitted the request, you can check the status of the authorization within your MyTax account. From your summary page, click “More...”

Privacy Policy Contact Help IDES Home IDOR Home ILCC Home

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JOHN SMITH

123 First Street
Quincy, IL 62301

Welcome, **John Smith**
You last logged in on Thursday, Jan 2, 2025 2:43:53 PM
[Manage My Profile](#)

[Summary](#) [Action Center](#) ³ [Settings](#) [More...](#)

Filter

Individual Income Tax
John Smith
123 First Street
Quincy, IL 62301

Account

Balance
\$0.00

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

Step 9: In the “Letters” box, select “View Letters”

The screenshot shows the MyTax Illinois dashboard. At the top, there is a blue navigation bar with links for Privacy Policy, Contact, Help, IDES Home, IDOR Home, and ILCC Home. Below the navigation bar is the MyTax Illinois logo and a user profile section for John Smith, including his address and a welcome message. The main navigation menu includes Summary, Action Center (with a notification badge), Settings, and More... (highlighted with a red box). Below the navigation menu is a search bar with the text "What are you looking for?". The dashboard features six tiles: Submissions, Messages, Letters, Payments and Returns, Names and Addresses, and Access Management. The Letters tile is highlighted with a red underline under the "View Letters" link.

Step 10: Once the gift has been authorized by the Illinois Department of Revenue (IDOR), you will see a “Contribution Authorization Certificate for Income Tax Credits.” This confirms that you may move forward with donating to CFCI as described in your Illinois Gives application. Please include a copy of your Contribution Authorization Certificate with your gift.

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The screenshot shows the MyTax Illinois Letters page. At the top, there is a blue navigation bar with links for Privacy Policy, Contact, Help, IDES Home, IDOR Home, and ILCC Home. Below the navigation bar is the MyTax Illinois logo and a user profile section for John Smith. The main heading is "Letters" with a sub-heading "John Smith". Below the heading is a search bar and a filter button. The letters are listed in a table with columns for Sent, Type, Account, Account ID, and Period. The first letter is dated 1/2/2025 and is titled "Contribution Authorization Certificate for Income Tax Credits". The second letter is dated 12/19/2024 and is titled "MyTax Access Request".

Sent	Type	Account	Account ID	Period	
1/2/2025	Contribution Authorization Certificate for Income Tax Credits	Individual Income Tax			Archive
12/19/2024	MyTax Access Request	Individual Income Tax			Archive