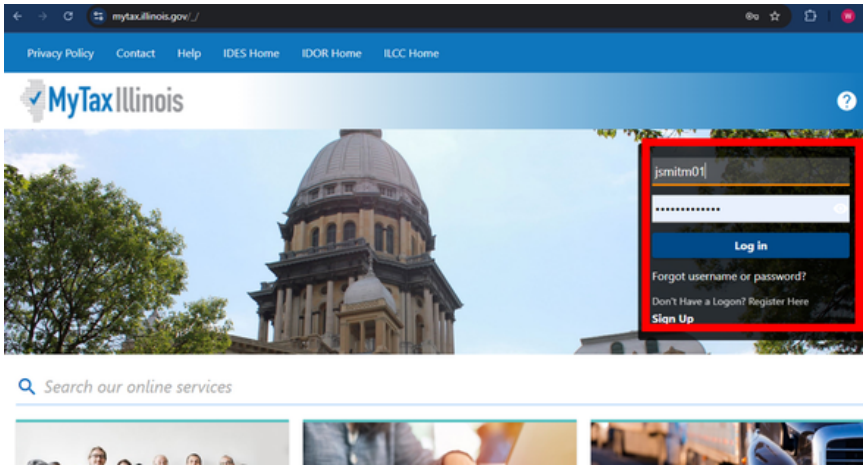
Illinois Gives | Step-by-Step Donor Instructions

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.

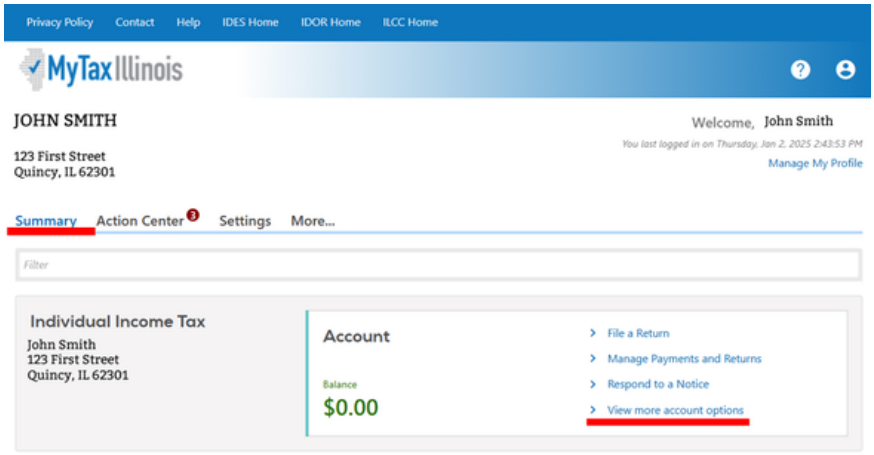
1. Once you have established your MyTax Illinois account, go to **mytax.illinois.gov** and enter your credentials in the top-right login box.
2. Once logged in, click "View more account options" in the "Individual Income Tax" section of the Summary page.
3. Click "Contribute to Illinois Gives" under the "Account Options" box.
4. Click "Next".
5. Now, you will be at a form to submit gift details. From the drop-down menu, select PEORIA AREA COMMUNITY FOUNDATION. Enter the gift amount and your email address, then click "Submit."
6. A confirmation box will appear after you submit the gift information. You now must re-enter your password and then click "OK."
7. After successfully submitting the form, you will be presented with a confirmation page. Print this page for your records. Be sure to notify CFCI of your gift approval and which fund you would like your gift directed to.
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..."
9. In the "Letters" box, select "View Letters."
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 CFCI deposits your gift, we will confirm it with IDOR and provide you with a copy of the 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.

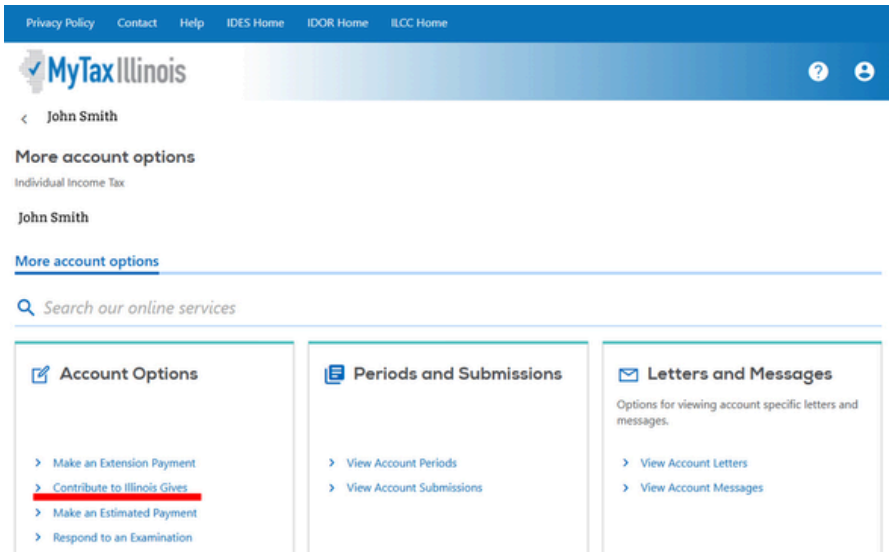
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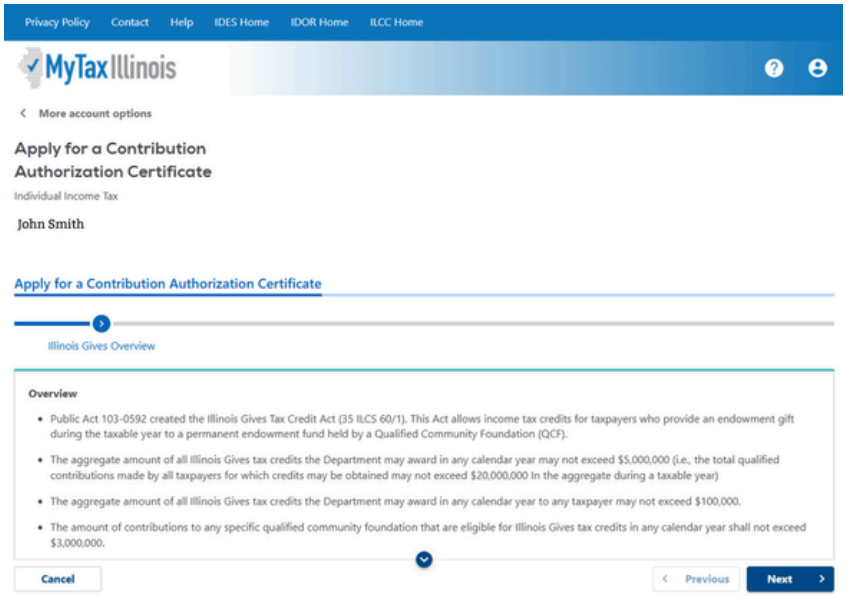
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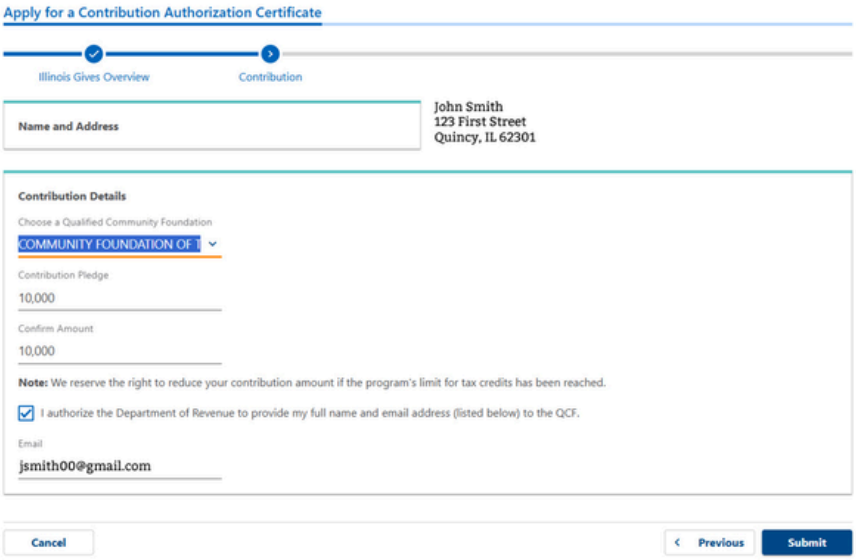
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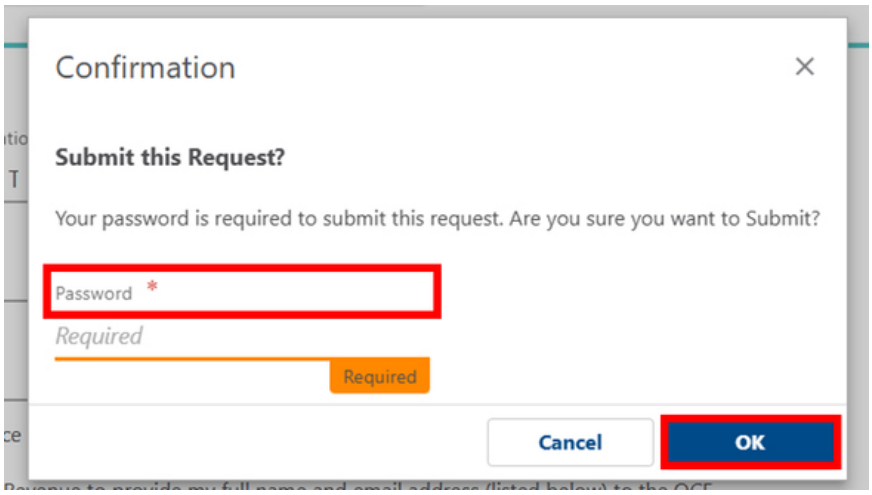
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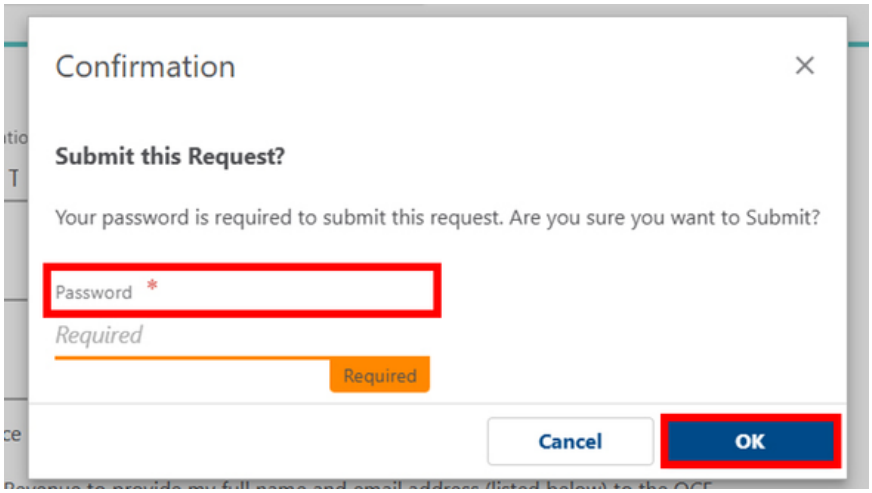
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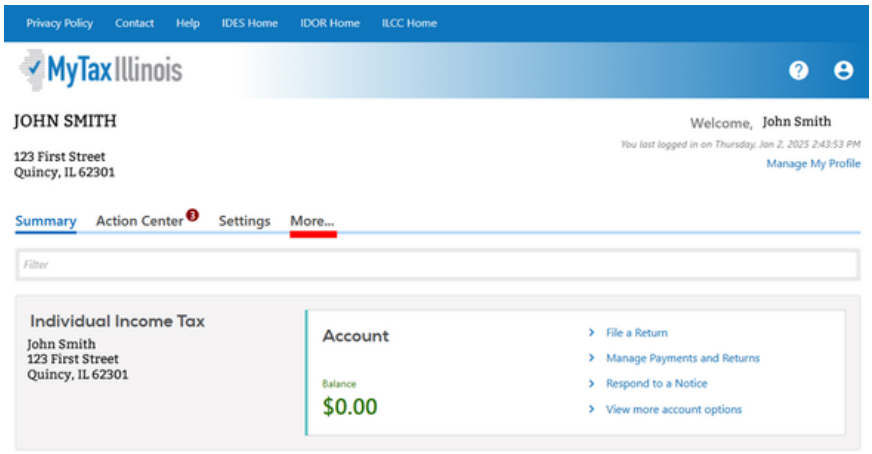
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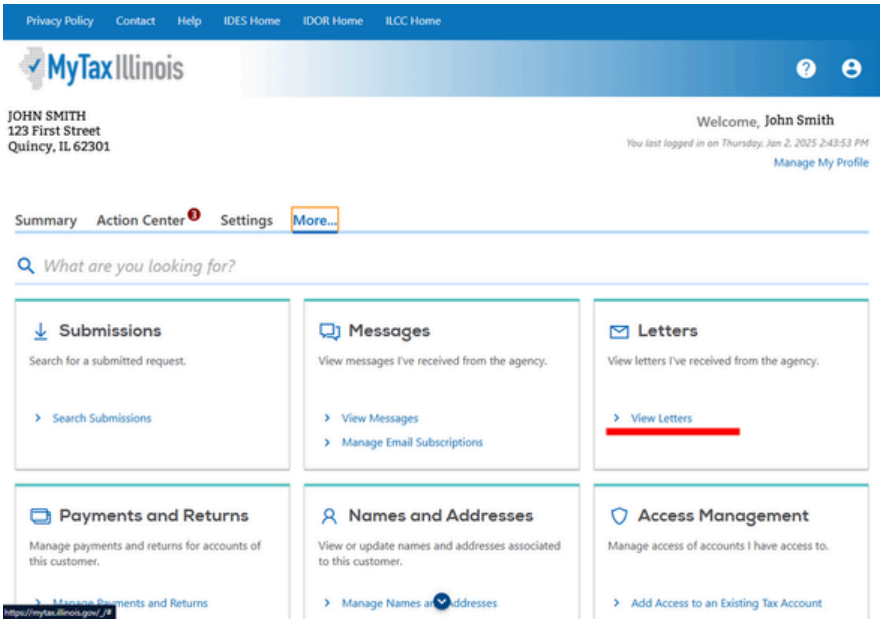
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