

The credits are awarded on a first come, first served basis and donors must have a MyTax Illinois account to reserve credits. Here is what you need to know to complete the donation process.

If you **have not** activated an account on [mytax.illinois.gov](https://mytax.illinois.gov) with the Illinois Department of Revenue, you need to:

### I. Request Letter ID

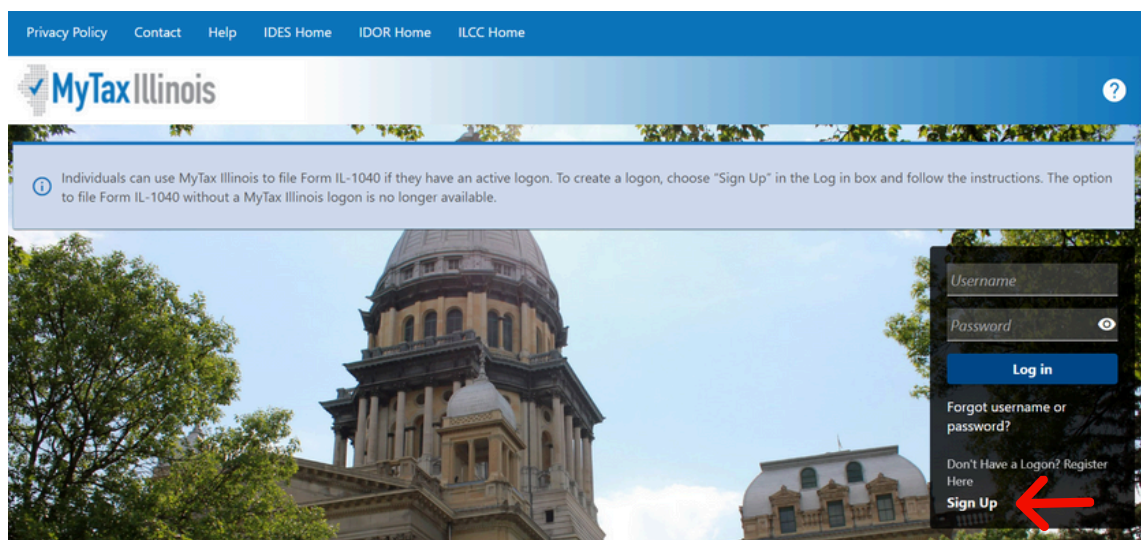
### II. Activate Your Account

### III. Reserve Your Credit with Illinois Department of Revenue (IDOR)

### IV. Make Your Donation with Big Shoulders Fund

If you **have** activated an account with the Illinois Department of Revenue, you can go to step 11 and “Reserve your credit with IDOR”. Directions for this start on page 5.

## I. REQUEST LETTER ID




### 1. Visit [mytax.illinois.gov](https://mytax.illinois.gov)

- If you already have an account, enter your username and password to verify.
- If you do NOT have an account, scroll down to the ‘Individuals’ box on the left.

## 2. Click on 'Request a Letter ID.'

Search our online services



### Individuals

Online services for individual income tax that do not require logging into MyTax Illinois. Note: You cannot file Form IL-1040 using MyTax Illinois if you do not have a logon.

- > File Property Tax Rebate (Form IL-1040-PTR)
- > Make an IL-1040, IL-1040-ES, or IL-505-I payment
- > **Request a Letter ID**

## 3. Enter your Social Security Number and one of the following:

- IL-PIN
- Most Recent Adjusted Gross Income
- IL Driver's License Number
- IL State Identification Number

Taxpayer Information

### ILIT 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 have a question, please call 1-800-243-8383.

**Note:** You will not receive your Letter ID by email. If you do not have a valid mailing address on file with us, you will not be able to request a Letter ID.

1. Social Security Number  
[Redacted]

2. Please enter ONE of the following:

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

*Required*

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

## 4. Click 'Submit' in the bottom right of the screen and enter your email address (two times to confirm no typos); then click 'OK' to submit and receive your confirmation.

Confirmation

**Submit this request?**  
You are required to enter and confirm your email address to verify this request.

Email \*  
*Required*

Confirm Email \*  
*Required*

Cancel OK

Previous Submit

**5. Take down your 10-digit confirmation code for your records and wait 7-10 business days for your Letter ID to arrive in the mail. Your Letter ID will be mailed to the address on your last year's tax return.**

### Confirmation

**Congratulations!** You have submitted your Letter ID request. Please note that your request may take several days to process. You should receive your letter by U.S. Postal Service in 7 to 10 days.

Your confirmation number: [REDACTED]

Submitted On [REDACTED] (Central Time)  
Request Type: III Letter ID Request

You may print this page for your records. This confirmation screen will not be accessible once you navigate away from this page. However, the Department will maintain a record of this request.

If you have questions, please visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us at **1 800 732-8866**. Reference the confirmation number provided above.

[Printable Confirmation](#)

[OK](#)

## **II. ACTIVATE YOUR ACCOUNT AFTER YOU HAVE RECEIVED YOUR LETTER ID**

**6. When you receive your letter ID in the mail, please Go to [mytax.illinois.gov](http://mytax.illinois.gov) and click 'Sign Up.'**

The screenshot shows the MyTax Illinois website. At the top, there is a navigation bar with links: Privacy Policy, Contact, Help, IDES Home, IDOR Home, and ILCC Home. Below the navigation bar is the MyTax Illinois logo. A blue banner with a white information icon (i) contains the text: "Individuals can use MyTax Illinois to file Form IL-1040 if they have an active logon. To create a logon, choose 'Sign Up' in the Log in box and follow the instructions. The option to file Form IL-1040 without a MyTax Illinois logon is no longer available." Below the banner is a large image of the Illinois State Capitol building. On the right side of the image, there is a dark overlay containing a login form. The form has fields for "Username" and "Password" (with a toggle for visibility), a "Log in" button, a link for "Forgot username or password?", a link for "Don't Have a Logon? Register Here", and a "Sign Up" button which is highlighted with a red rectangle.

**7. Select SSN, enter your Social Security Number and click submit; then click 'Yes' to begin activating your account.**

- Enter your Letter ID and either your Individual IL Pin or your most recent Adjusted Gross Income (AGI). If you choose your IL PIN, click on 'Look Up My IL PIN' and go to Step 8.
- If you choose your most recent AGI, go directly to Step 9.

MyTax Illinois Activation

Individual Income Tax (Letter ID) New Activation

Activation Summary

Select the taxpayer ID type you want to use to activate your MyTax Illinois account:

☐ FEIN

☐ SSN or ITIN

☐ Sales Account Id

☐ License Number

☐ Service Bureau ID

Cancel Previous Submit

**8. If you choose to look up your Individual IL PIN click on 'Look Up My IL PIN.'**

- Enter your SSN and either your IL Driver's License
- Click 'Conduct Inquiry'
- Copy your IL PIN and then click 'Back'

**9. Enter your Letter ID and your IL PIN.**

When the screen expands, enter:

- Your contact information
- A username and password
- A security question and answer

**10. Click 'OK' on the next screen. You will receive an email confirmation that your account was activated.**

- Please email [Rev.MyTaxHelp@Illinois.gov](mailto:Rev.MyTaxHelp@Illinois.gov) with questions.

### III. RESERVE YOUR CREDIT

Only donors who have activated an account with the Illinois Department of Revenue will be able to reserve a Tax Credit.

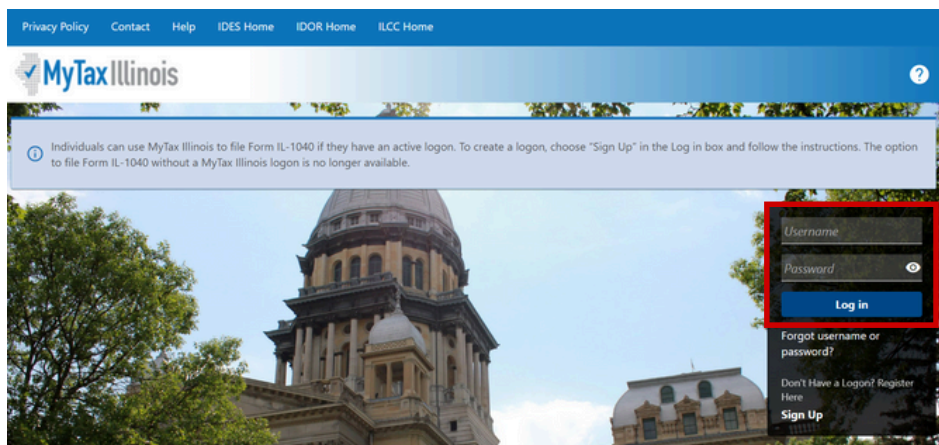
#### Returning MyTax Illinois Donors:

- If you have a Username from a previous year, log in using that Username and Password. Please note: you may be sent a pin number to your email associated with the account if you have not signed in recently.
- If you cannot access your account, contact IDOR at 800-732-8866 to resolve this issue.

#### New MyTax Illinois Donors:

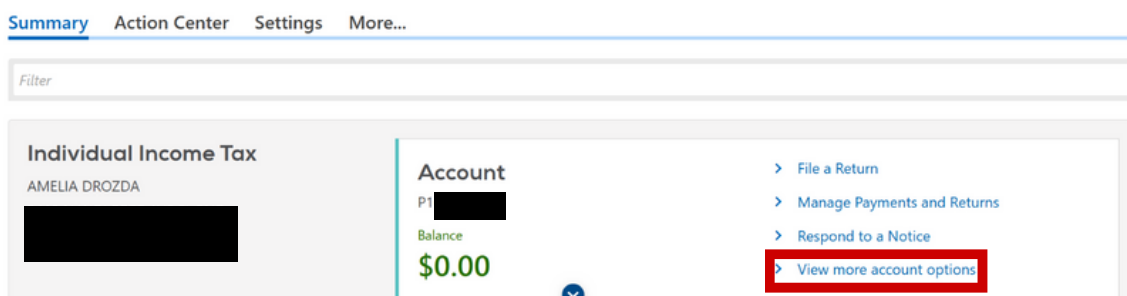
- As this is your first-time logging into your account after creating it, you will need to enter the Activation Code you received from IDOR after your account was created with your email.

#### 11. Go to [mytax.illinois.gov](https://mytax.illinois.gov), enter username and password, and click 'Log-In.'



#### 12. Once logged in, you will be taken to your home screen.





- Click "view more account options."



**13. Under the “Account Options” section on the left-hand side of the screen, click on “Contribute to Illinois Gives.”**

More account options


🔍 Search our online services

<p> <b>Account Options</b></p> <ul style="list-style-type: none"> <li>&gt; Make an Extension Payment</li> <li> &gt; <b>Contribute to Illinois Gives</b></li> <li>&gt; Make an Estimated Payment</li> <li>&gt; Respond To Audit</li> <li>&gt; Respond to an Examination</li> </ul>	<p> <b>Periods and Submissions</b></p> <ul style="list-style-type: none"> <li>&gt; View Account Periods</li> <li>&gt; View Account Submissions</li> </ul>	<p> <b>Letters and Messages</b></p> <p>Options for viewing account specific letters and messages.</p> <ul style="list-style-type: none"> <li>&gt; View Account Letters</li> <li>&gt; View Account Messages</li> </ul>
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**14. The first screen of the application is an overview of the program.**

- Click the blue “Next” button in the bottom right corner.

Apply for a Contribution Authorization Certificate

 Illinois Gives Overview

**Overview**

- 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.
- 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.



**15. Click the dropdown option “Choose a Qualified Community Foundation” under “Contribution Details”.**

**Apply for a Contribution Authorization Certificate**

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✓ Illinois Gives Overview
➤ Contribution

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**Name and Address**

AMELIA C. DROZDA

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**Contribution Details**

➔ Choose a Qualified Community Foundation

Contribution Pledge

Required

Confirm Amount

Required

**Choose “Big Shoulders Fund”**

➔

BIG SHOULDERS FUND

BRIGHT PROMISE

COMMUNITY FOUNDATION FOR THE LAND OF LINCOLN

COMMUNITY FOUNDATION OF EAST CENTRAL ILLINOIS

COMMUNITY FOUNDATION OF GREATER DUBUQUE

COMMUNITY FOUNDATION OF KANKAKEE RIVER VALLEY

COMMUNITY FOUNDATION OF NORTHERN ILLINOIS

COMMUNITY FOUNDATION OF THE FOX RIVER VALLEY

COMMUNITY FOUNDATION OF THE QUINCY AREA

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AMELIA C. DROZDA

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Contribution Pledge

Required

Confirm Amount

Required

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

Cancel

Previous Submit

## 16. Type your Contribution Pledge and confirm the amount.

- A pop-up will appear once you have submit to confirm your account password. Please make sure you have it on hand to move forward.

The screenshot shows the 'Contribution Details' form with a 'Confirmation' pop-up window. The form fields include 'Choose a Qualified Community Foundation' (set to BIG SHOULDERS FUND), 'Contribution Pledge' (1,000), and 'Confirm Amount' (1,000). A note states: 'We reserve the right to reduce your contribution if the Department of Revenue determines that the contribution is not eligible for the tax credit.' Below this is a checkbox 'I authorize the Department of Revenue to process my request' which is checked. The email field contains 'adrozda@bigshouldersfund.org'. The pop-up window asks 'Submit this Request?' and 'Your password is required to submit this request. Are you sure you want to Submit?'. It has a 'Password' field with a red asterisk and a 'Required' label, and buttons for 'Cancel' and 'OK'.


## 17. Save or print the confirmation page for your records.


The screenshot shows the 'Confirmation' page. It states: '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.' Below this, it says 'Your confirmation number is [redacted]'. It also provides submission details: 'Submitted on: 6/12/2025 11:07:06 AM (Central Time)', 'Request type: Apply for a Contribution Authorization Certificate', 'Details of your request: Account number: P16476542, Tax year: 2025, Requested Contribution Amount: \$1,000.00', and 'Qualified Community Foundation: BIG SHOULDERS FUND'. A note says: '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.' At the bottom, it says: 'If you have questions, please visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us at 217 785-7313. Reference the confirmation number provided above.' There are two buttons: 'Printable Confirmation' and 'OK'.




18. Once you have been redirected back to your home screen, click “View Account Letters” under “Letters and Messages” to view your Contribution Authorization Certificate. Contact Big Shoulders Fund if you have trouble locating your documents.

[More account options](#)


 Search our online services

 **Account Options**


- > Make an Extension Payment
- > Contribute to Illinois Gives
- > Make an Estimated Payment
- > Respond To Audit
- > Respond to an Examination

 **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

19. Click “Contribution Authorization Certificate for Income Tax Credits” to view your letter.



< More account options

**Letters** Letters older than 12 months can be found using the search.

Individual Income Tax  
 [REDACTED]  
 AMELIA DROZDA

**Inbox** Archived Search

**Letters** Archive All

Sent	Type	Period	
6/12/2025	Contribution Authorization Certificate for Income Tax Credits		Archive

**Here is an example of what your letter will look like.**

**Contribution Authorization Certificate for Income  
Tax Credits**



June 12, 2025



Letter ID: [REDACTED]

Account ID: [REDACTED]

AMELIA C. DROZDA  
[REDACTED]

**Contribution Authorization Certificate Application Status**

Your application for a Contribution Authorization Certificate for the Illinois Gives program for tax year 2025 has been approved.

Attached is your Contribution Authorization Certificate. You must provide a copy of this certificate to the Qualified Community Foundation when you make your contribution.

If you have any questions, visit our website at [tax.illinois.gov](https://tax.illinois.gov) or call us weekdays between 8:00 a.m. and 4:30 p.m. at the telephone number below.

**PROBLEMS RESOLUTION DIVISION  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19014  
SPRINGFIELD IL 62794-9014**

**20. Please send a pdf of the Contribution Authorization Certificate to [giving@bigshouldersfund.org](mailto:giving@bigshouldersfund.org).**



## IV. Make Your Donation with Big Shoulders Fund

### Steps To Donate

#### Step 1: Submit Certificate to Big Shoulders Fund

- Email to [giving@bigshouldersfund.org](mailto:giving@bigshouldersfund.org)

#### Step 2: Make contribution:

- Check made out to Big Shoulders Fund:
  - Mail to 212 W Van Buren, Suite 900 Chicago, IL 60607
- Wire Transfer
- Stock Donation
  - Please contact Amy Drozda at [adrozda@bigshouldersfund.org](mailto:adrozda@bigshouldersfund.org) for more information on this option.
- Online Secured Credit Card Donation (Click the link to access the donation form)

Big Shoulders Fund will report your contribution to the Illinois Department of Revenue. **The formal Certificate of Receipt will be available through your [mytax.illinois.gov](https://mytax.illinois.gov) account.** You will also receive an acknowledgement letter from Big Shoulder Fund.

Please contact us with any questions or support needs at:

**Email** [giving@bigshouldersfund.org](mailto:giving@bigshouldersfund.org) or

**Call** 312.751.8337 or

**Visit** [bigshouldersfund.org/il-tax-credit](https://bigshouldersfund.org/il-tax-credit)