



## MyTax Illinois Gives Process

### 1 Verify Eligibility to File on MyTax Illinois:

- Ensure you have previously filed a Form IL-1040, Illinois Individual Income Tax Return, with the Illinois Department of Revenue.
- If this is your first time using MyTax Illinois, confirm that your mailing address on file with the Illinois Department of Revenue is current, as this will be critical for receiving correspondence.

### 2 Set Up Your MyTax Illinois Account:

- Go to the MyTax Illinois website ([mytax.illinois.gov](https://mytax.illinois.gov)).
- You will need a Letter ID from a notice issued by the Illinois Department of Revenue within the last 90 days. If you already have this, proceed with creating your account.
- 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.

### 3 Apply for a Contribution Authorization Certificate (CAC):

- Once your MyTax Illinois account is active, log in and apply for a CAC by selecting the Qualified Charitable Foundation (QCF) from the dropdown menu.
- Enter the donation amount you plan to give to the QCF. Double-check all details to ensure accuracy.
- Submit your application. The CAC will typically be available in your MyTax Illinois account shortly after submission.

### 4 Provide the CAC to the QCF:

- Once you receive your CAC, give a copy of it to the QCF. This can often be done via email or in person, depending on the QCF's preferences.

### 5 Make Your Donation:

- Complete your donation to the QCF within 15 calendar days of the CAC's issuance. Missing this deadline will invalidate the CAC.

### 6 QCF Confirmation:

- The QCF will log into their MyTax Illinois account, locate the CAC you provided, and confirm that the donation has been received.

### 7 Receive Your Certificate of Receipt (COR):

- After the QCF confirms your donation, you will receive a Certificate of Receipt (COR). This document will be available in your MyTax Illinois account, typically within one day.
- Save the COR, as you will need it when filing your taxes next year to claim your credit.

### 8 Troubleshooting and Support:

- If you encounter any issues, such as delays in receiving your Letter ID, difficulties setting up your MyTax Illinois account, or problems obtaining your CAC or COR, contact Paul Plagenz at [paulplagenz@molinerregionalcf.org](mailto:paulplagenz@molinerregionalcf.org) or call 309.581.2972