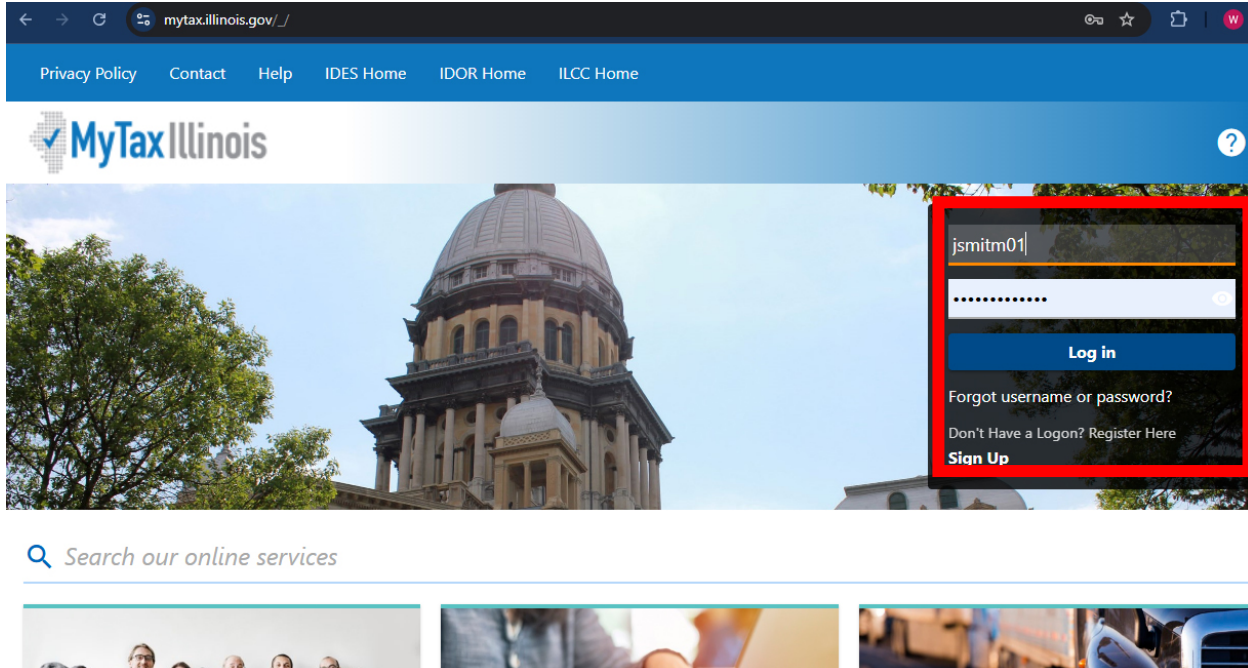
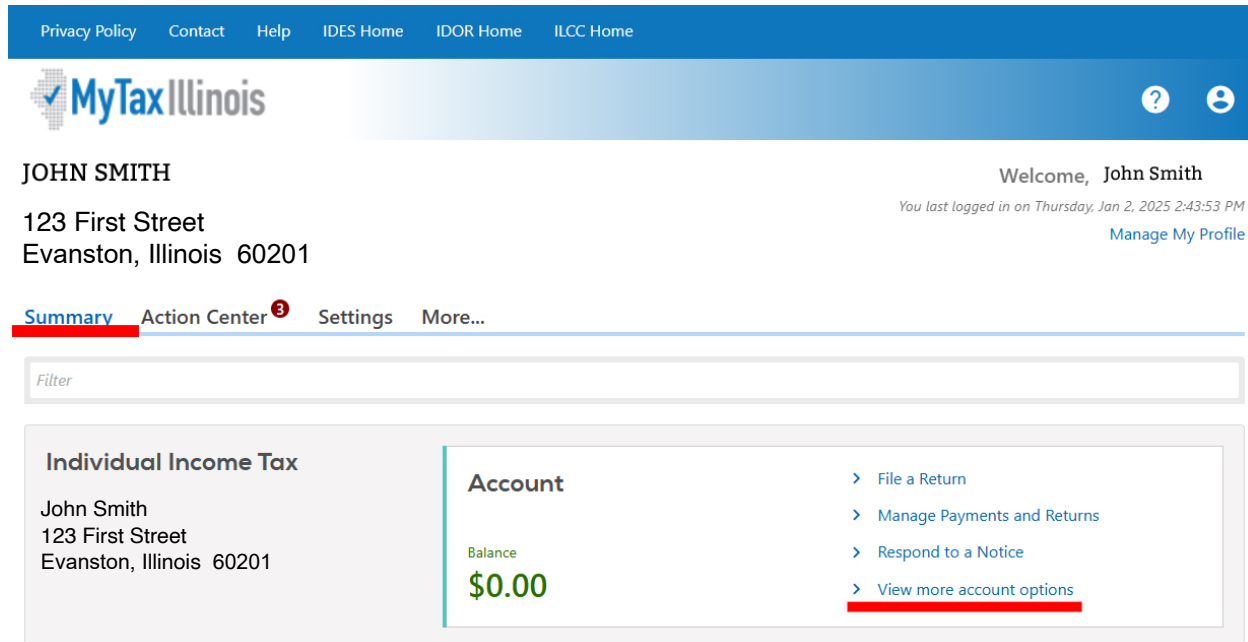


ILLINOIS GIVES: STEP-BY-STEP DONOR INSTRUCTIONS

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

Privacy Policy Contact Help IDES Home IDOR Home ILCC Home


  


< John Smith

More account options
Individual Income Tax


John Smith

More account options


 Search our online services

 **Account Options**

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

 **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

Step 4: Click “Next”

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< More account options

Apply for a Contribution Authorization Certificate
Individual Income Tax


John Smith

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.



Step 5: Now, you will be at a form to submit gift details. Enter gift information and from the drop-down menu, select “EVANSTON COMMUNITY FOUNDATION.” Once gift information is entered, click “Submit.”

Apply for a Contribution Authorization Certificate

Illinois Gives Overview ✓ Contribution ➤

Name and Address

John Smith
123 First Street
Evanston, Illinois 60201

Contribution Details

Choose a Qualified Community Foundation

EVANSTON COMMUNITY FOUNI ▼

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

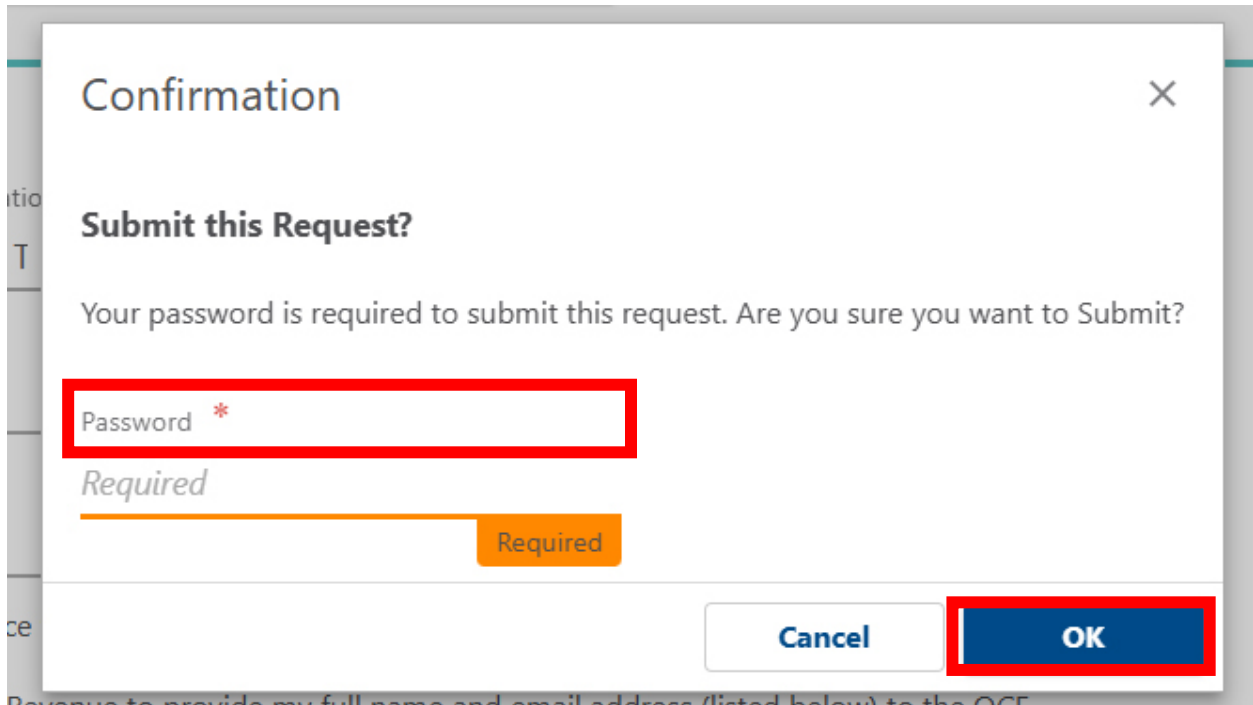
jsmith00@gmail.com

Cancel

< Previous

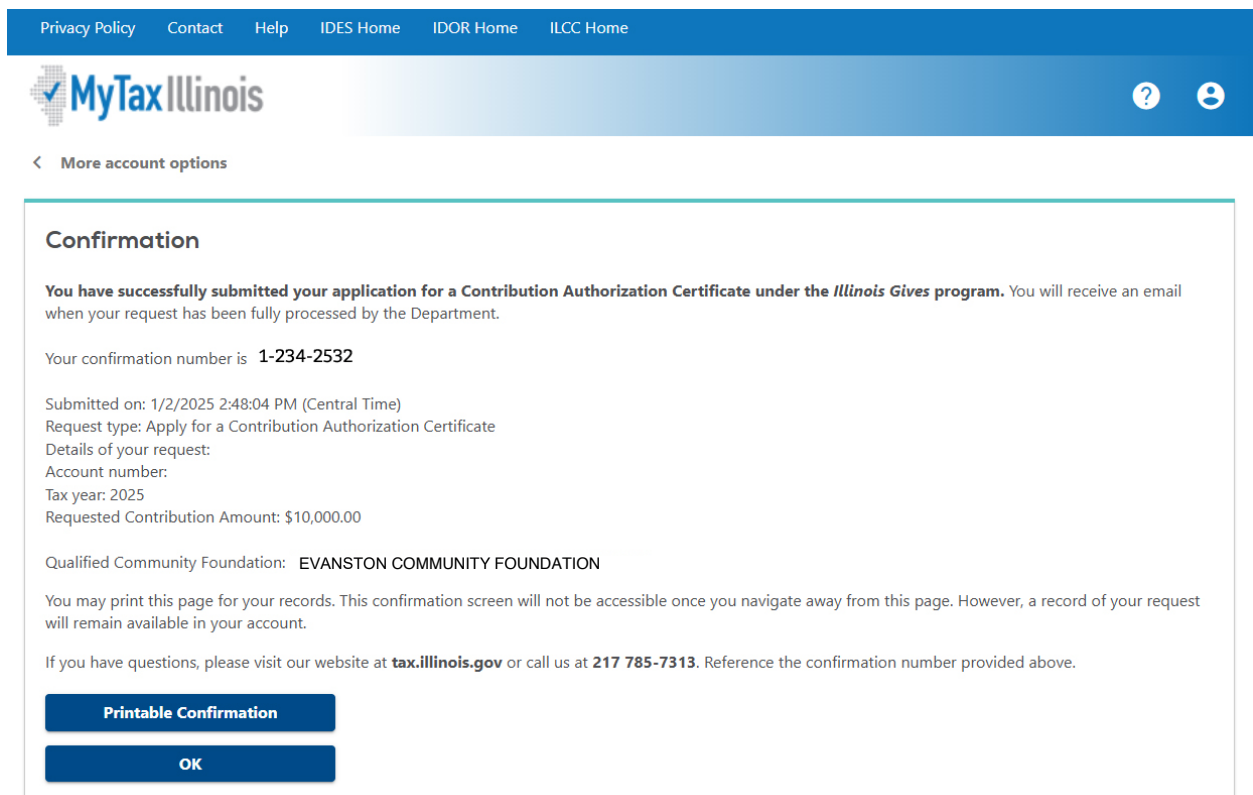
Submit

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



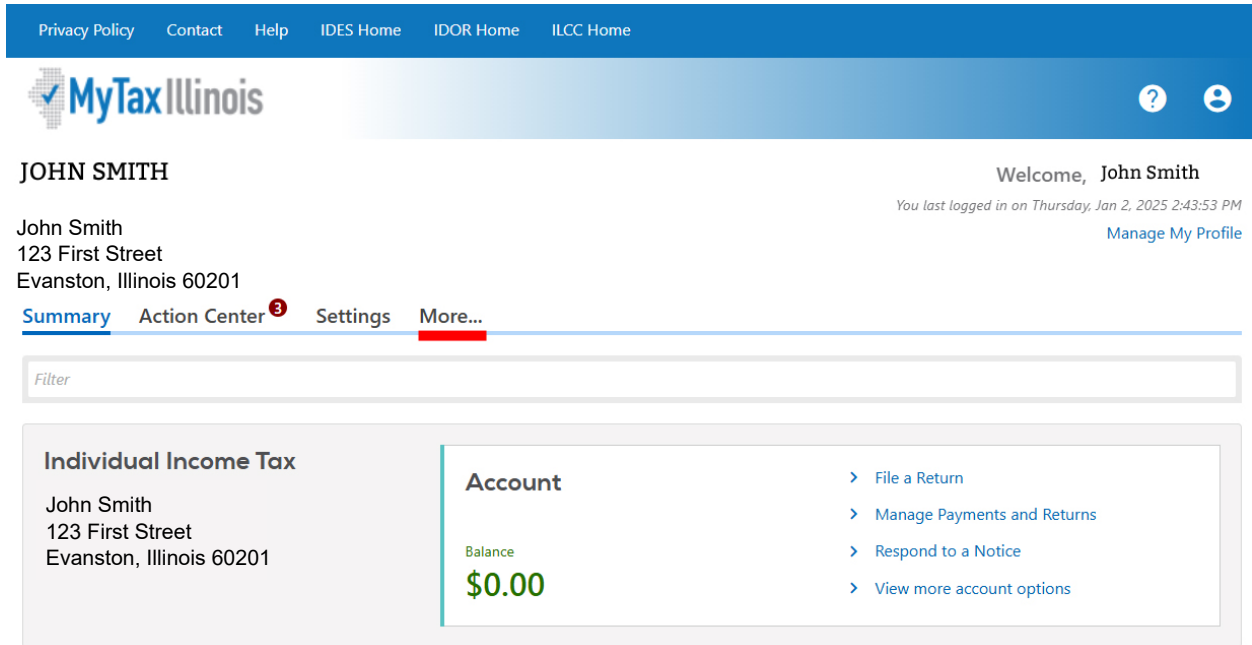
A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The main heading is "Submit this Request?". Below it, the text reads: "Your password is required to submit this request. Are you sure you want to Submit?". There is a text input field labeled "Password *" which is highlighted with a red border. Below the input field, the word "Required" is written in a light gray font. A progress bar below "Required" is partially filled with an orange bar, and the word "Required" is written inside the orange bar. At the bottom of the dialog, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red border.

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



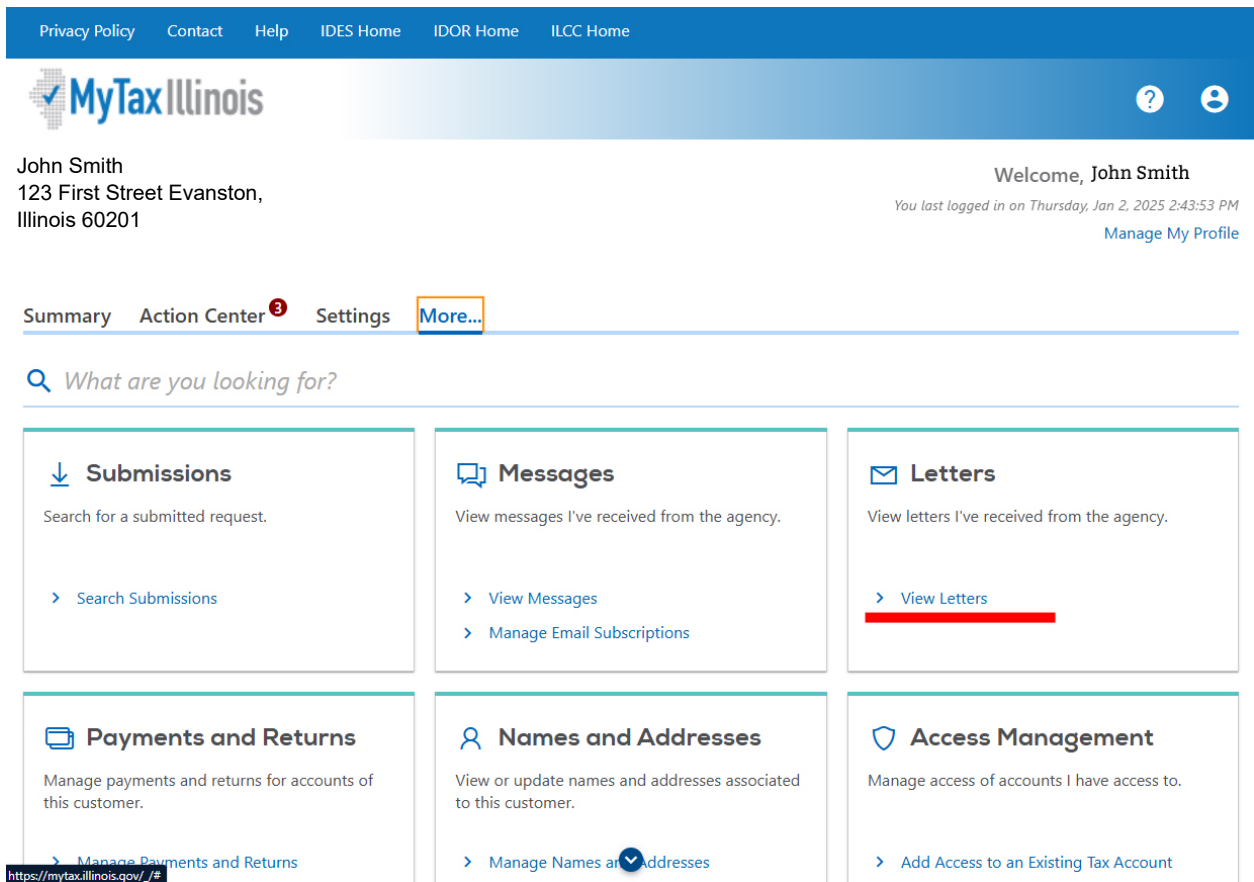
A confirmation page from MyTaxIllinois. The page has a blue header with navigation links: Privacy Policy, Contact, Help, IDES Home, IDOR Home, and ILCC Home. The MyTaxIllinois logo is on the left, and a help icon and user icon are on the right. Below the header, there is a link for "More account options". The main content area is titled "Confirmation" and contains the following text: "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 states: "Your confirmation number is 1-234-2532". Further down, it lists: "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", and "Requested Contribution Amount: \$10,000.00". The "Qualified Community Foundation" is listed as "EVANSTON COMMUNITY FOUNDATION". At the bottom, there is a note: "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." Below this, it says: "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." At the very bottom, there are two buttons: "Printable Confirmation" and "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...”



The screenshot shows the MyTax Illinois account summary page for John Smith. The header includes navigation links for Privacy Policy, Contact, Help, IDES Home, IDOR Home, and ILCC Home. The user's name, address, and login history are displayed. The main navigation menu includes Summary, Action Center (with a notification badge), Settings, and More... (highlighted with a red underline). A filter box is present above a card for Individual Income Tax. The card shows the user's account balance as \$0.00 and provides links for File a Return, Manage Payments and Returns, Respond to a Notice, and View more account options.

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




The screenshot shows the MyTax Illinois account page after clicking the 'More...' link. The navigation menu now includes Submissions, Messages, Letters, Payments and Returns, Names and Addresses, and Access Management. The 'Letters' section is highlighted with a red underline and contains a 'View Letters' link, also highlighted with a red underline. A search bar is located above the grid of sections. A URL bar at the bottom left shows 'https://mytax.illinois.gov/_/#'.

Step 10: Once the gift has been authorized by the Illinois Department of Revenue, you will see a “Contribution Authorization Certificate for Income Tax Credits.” This confirms that you may now move forward with making the gift as described in your Illinois Gives application.

Once the gift is received by the Community Foundation, we will confirm and issue you a Certificate of Receipt which you will use to claim the credit on your income tax return.

Privacy Policy Contact Help IDES Home IDOR Home ILCC Home

 ?

< John Smith

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

John Smith

Inbox Archived Search

Letters Archive All


| 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 |

RuvTHcu77ubCCKV7RCQzkQ_ 1 / 2 100%


1

2

Contribution Authorization Certificate for Income Tax Credits



January 2, 2025



Letter ID:
Account ID:

John Smith
123 First Street
Evanston, Illinois 60201

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 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
217 785-7313**