



ILLINOIS GIVES: STEP-BY-STEP DONOR INSTRUCTIONS

Before you apply for an Illinois Gives tax credit, you must establish your MyTax Illinois account (if you do not already have one).

IF YOU ALREADY HAVE A “MYTAX ILLINOIS” INDIVIDUAL ACCOUNT, PROCEED TO PAGE 2.

To establish a MyTax Illinois account, you must request a “Letter ID” which is delivered by USPS. The Letter ID document contains a code needed to register your MyTax Illinois Account. Once requested, the Letter ID should arrive in the mail in about a week. Follow the instructions in the Letter ID to activate your account.

Once activated, proceed to page 2 to apply for credits.

NOTE: You will need to have your IL Drivers License Number OR IL-PIN/Individual Account ID OR Prior Year Adjusted Gross Income OR Illinois State Identification Number to request your Letter ID.

The screenshot shows the MyTax Illinois website interface. At the top, there is a navigation bar with links: Privacy Policy, Contact, Help, IDES Home, IDOR Home, and ILCC Home. Below this is the MyTax Illinois logo and a search bar. The main content area is divided into three columns: Individuals, Register, and IFTA. In the Individuals column, the 'Request a Letter ID' link is highlighted with a red box and an arrow pointing to it, with a callout box stating '1. First, request a Letter ID.' In the Register column, the 'Sign Up' link is highlighted with a red box and an arrow pointing to it, with a callout box stating '2. Once you have Your Letter ID, click here to set up your account.'

Privacy Policy Contact Help IDES Home IDOR Home ILCC Home

MyTax Illinois

Search our online services

Individuals
Online services for individual income tax that do not require logging into MyTax Illinois.

- > File a 2024 IL-1040
- > Make an IL-1040, IL-1040-ES, or IL-505-I payment
- > Request a Letter ID
- > Volunteer Emergency Worker Credit Application

Register
Online services to register.

- > Register a New Business (Form REG-1)
- > Register a New Qualified Community Foundation account
- > Register for a Bingo, Pull Tabs, or Charitable Games License
- > Apply for or Renew a Sales Tax Exemption
- > Register to be an Audit Qualified Practitioner under the Local Government Revenue Recapture Act

IFTA
Online services for International Fuel Tax Agreement (IFTA).

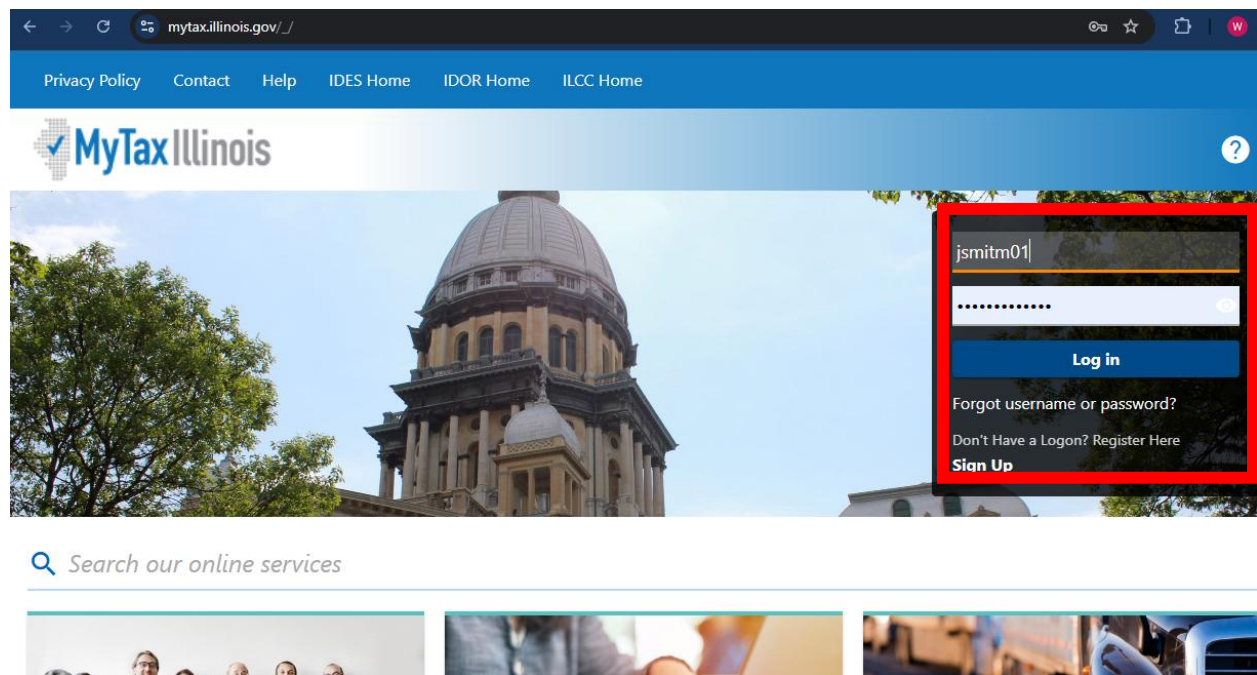
- > Apply for a new IFTA license and decals (Form MFUT-12)
- > Access the Illinois Motor Fuel Use Tax Carrier Compliance Manual (MFUT-53)

1. First, request a Letter ID.

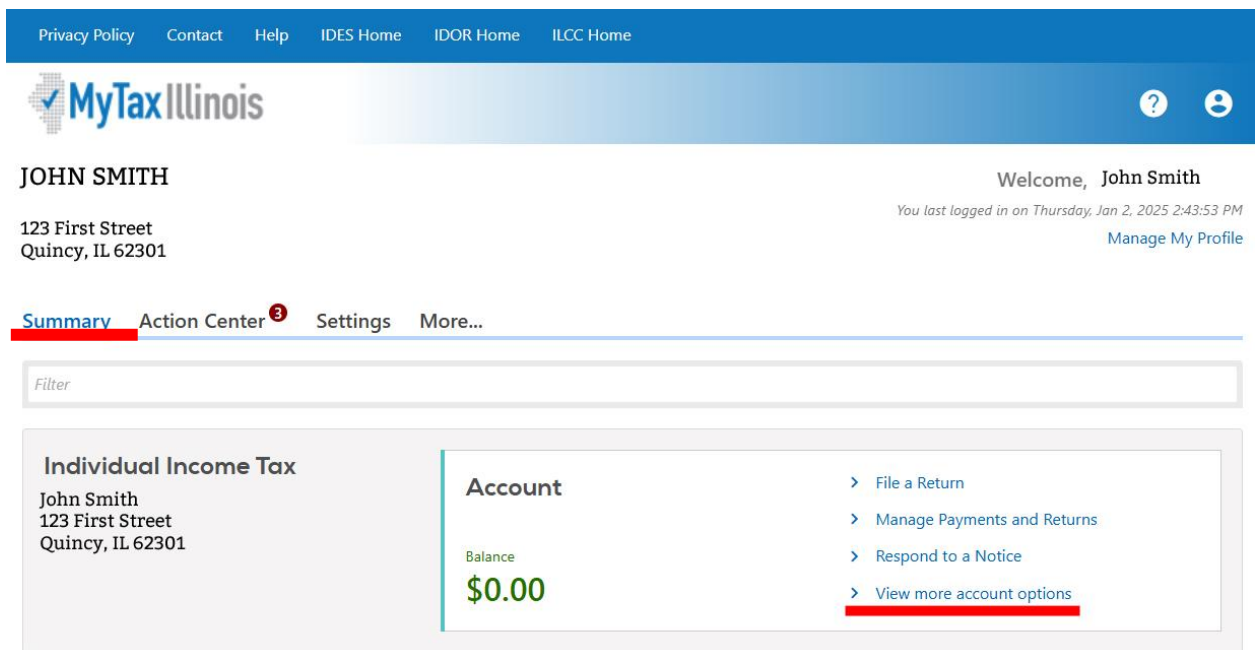
2. Once you have Your Letter ID, click here to set up your account.

Once you have created your MyTax Illinois account, you may apply for an Illinois Gives tax credit:

Step 1: Once you have established your MyTax Illinois login, 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.

[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”

[Privacy Policy](#) [Contact](#) [Help](#) [IDES Home](#) [IDOR Home](#) [ILCC Home](#)

[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.



Cancel

[< Previous](#) [Next >](#)

Step 5: Now, you will be at a form to submit gift details. Enter gift information and from the drop-down menu, select “COMMUNITY FOUNDATION OF THE QUINCY AREA.” 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
Quincy, IL 62301

Contribution Details

Choose a Qualified Community Foundation

COMMUNITY FOUNDATION OF THE QUINCY AREA

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

Apply for a Contribution Authorization Certificate

✓

Illinois Gives Overview

➤

Contribution

Name and Address

John Smith
123 First Street
Quincy, IL 62301

Contribution Details

Choose a Qualified Community Foundation

COMMUNITY FOUNDATION OF THE QUINCY AREA

COMMUNITY FOUNDATION FOR THE LAND OF LINCOLN
COMMUNITY FOUNDATION OF KANKAKEE RIVER VALLEY
COMMUNITY FOUNDATION OF NORTHERN ILLINOIS
COMMUNITY FOUNDATION OF THE QUINCY AREA
GALESBURG COMMUNITY FOUNDATION
ILLINOIS PRAIRIE COMMUNITY FOUNDATION
JEWISH FEDERATION OF METROPOLITAN CHICAGO
MOLINE FOUNDATION
MORRIS COMMUNITY FOUNDATION

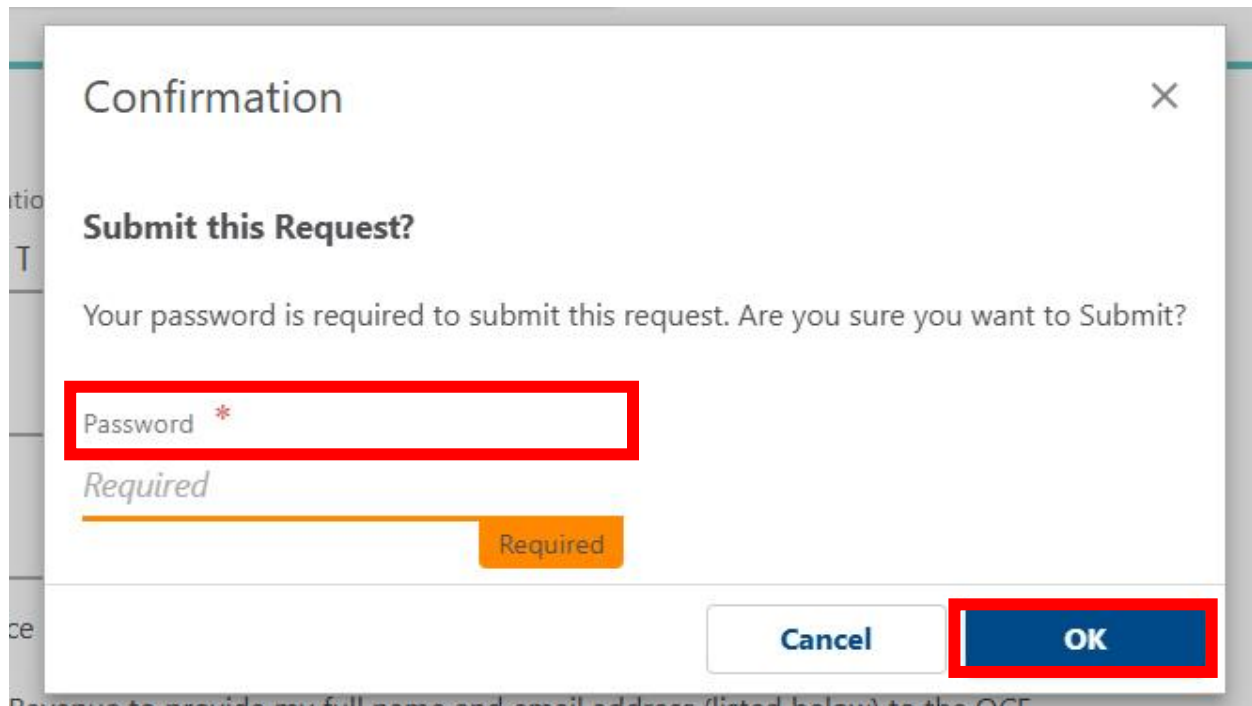
e program's limit for tax credits has been reached.
and email address (listed below) to the QCF.

Cancel

➤ Previous

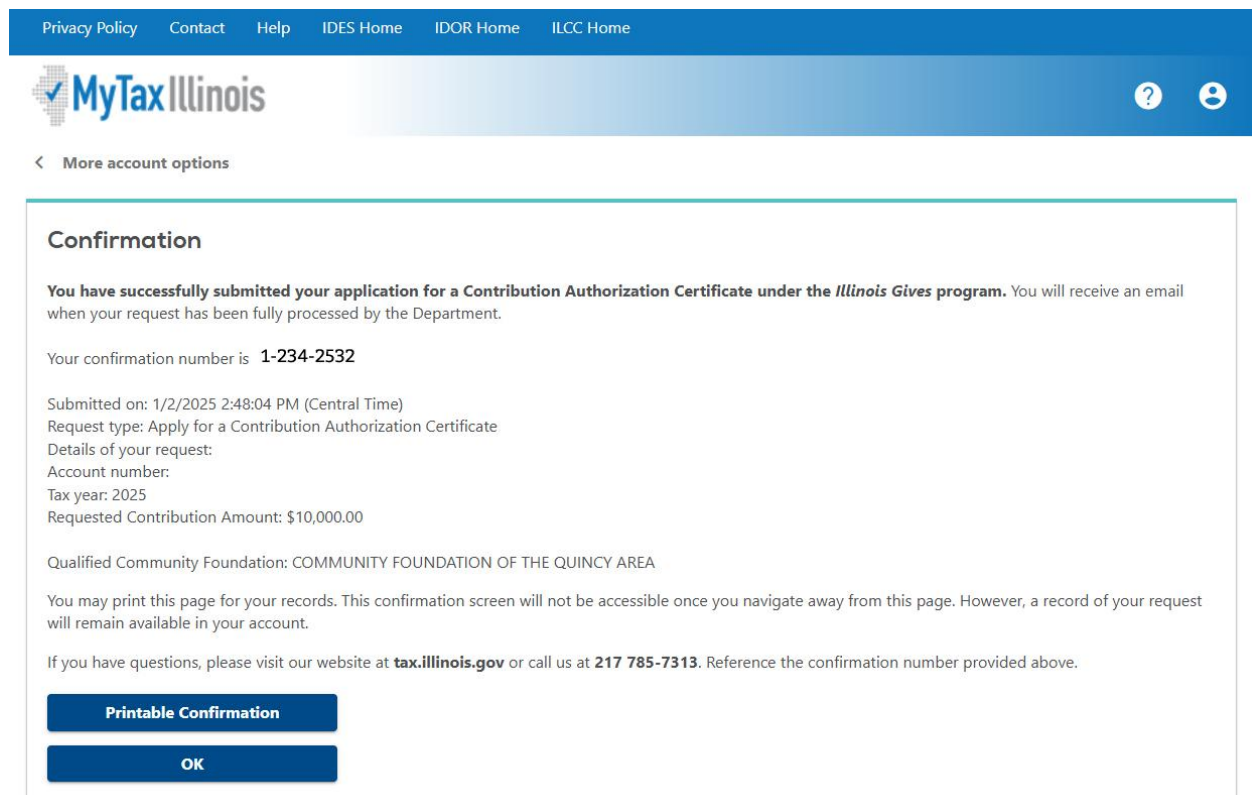
Submit

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, a message states: "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 is a progress bar labeled "Required" with an orange segment and a button labeled "Required". At the bottom right, there are two buttons: "Cancel" and "OK", with the "OK" button highlighted by 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 header includes links for Privacy Policy, Contact, Help, IDES Home, IDOR Home, and ILCC Home. The MyTaxIllinois logo is on the left, and a user icon is 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." It then displays the confirmation number "1-234-2532". Below this, it shows the submission details: "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". It also lists the "Qualified Community Foundation: COMMUNITY FOUNDATION OF THE QUINCY AREA". A note states: "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 provides contact information: "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." There are two buttons at the bottom: "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...”

Privacy PolicyContactHelpIDES HomeIDOR HomeILCC Home

?

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 Center3

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”

Privacy PolicyContactHelpIDES HomeIDOR HomeILCC Home

?

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 Center3

Settings

More...

What are you looking for?

↓ Submissions

Search for a submitted request.

> Search Submissions

Messages

View messages I've received from the agency.

> View Messages

> Manage Email Subscriptions

✉ Letters

View letters I've received from the agency.

> View Letters

Payments and Returns

Manage payments and returns for accounts of this customer.

> Manage Payments and Returns

Names and Addresses

View or update names and addresses associated to this customer.

> Manage Names and Addresses

Access Management

Manage access of accounts I have access to.

> Add Access to an Existing Tax Account

6

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.

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Contribution Authorization Certificate for Income Tax Credits

John Smith
123 First Street
Quincy, IL 62301

January 2, 2025

Letter ID:
Account ID:

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

STATE OF
Illinois
DEPARTMENT OF REVENUE
[tax.illinois.gov](#)