



## ILLINOIS GIVES: STEP-BY-STEP DONOR INSTRUCTIONS

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**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](http://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.

**Step 1:** Once you have established your MyTax Illinois account, go to [mytax.illinois.gov](http://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.

**Step 4:** Click "Next"

**Step 5:** Now, you will be at a form to submit gift details. From the drop-down menu, select COMMUNITY FOUNDATION OF CENTRAL ILLINOIS or PEORIA AREA COMMUNITY FOUNDATION, as CFCI may be listed as either. Enter gift amount and email address, then click "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."

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

**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..."

**Step 9:** In the "Letters" box, select "View Letters"

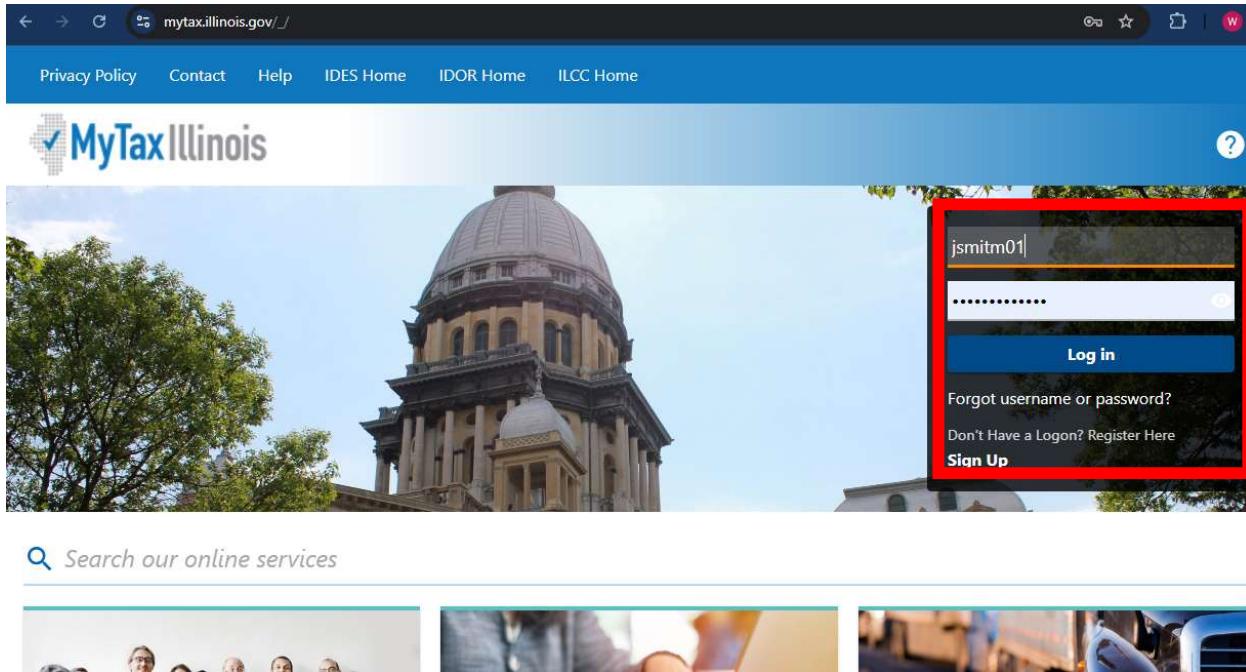
**Step 10:** Once the gift has been authorized by the Illinois Department of Revenue (IDOR), you will see a "Contribution Authorization Certificate for Income Tax Credits." This confirms that you may move forward with donating to CFCI as described in your Illinois Gives application. Please include a copy of your Contribution Authorization Certificate with your gift.

Once the gift is deposited by CFCI, we will confirm the gift with IDOR and issue you a copy of this 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.

## ILLINOIS GIVES: STEP-BY-STEP DONOR INSTRUCTIONS

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**Step 1:** Once you have established your MyTax Illinois account, go to [mytax.illinois.gov](http://mytax.illinois.gov) and enter your credentials in the top-righthand login box.



mytax.illinois.gov/

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MyTax Illinois

jsmitm01

Log in

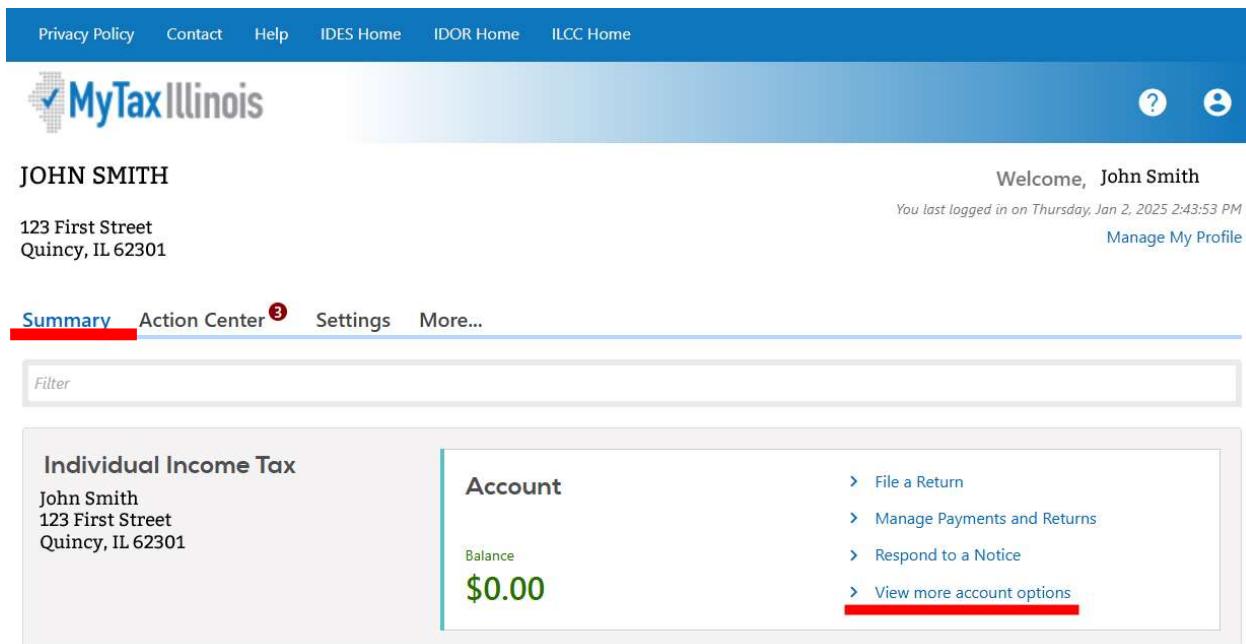
Forgot username or password?

Don't Have a Logon? Register Here

Sign Up

Search our online services

**Step 2:** Once logged in, click "View more account options" in the "Individual Income Tax" section of the Summary page.



Privacy Policy Contact Help IDES Home IDOR Home ILCC Home

MyTax Illinois

JOHN SMITH

Welcome, John Smith

123 First Street  
Quincy, IL 62301

You last logged in on Thursday, Jan 2, 2025 2:43:53 PM

Manage My Profile

Summary Action Center ③ Settings More...

Filter

Individual Income Tax

John Smith  
123 First Street  
Quincy, IL 62301

Account

Balance  
\$0.00

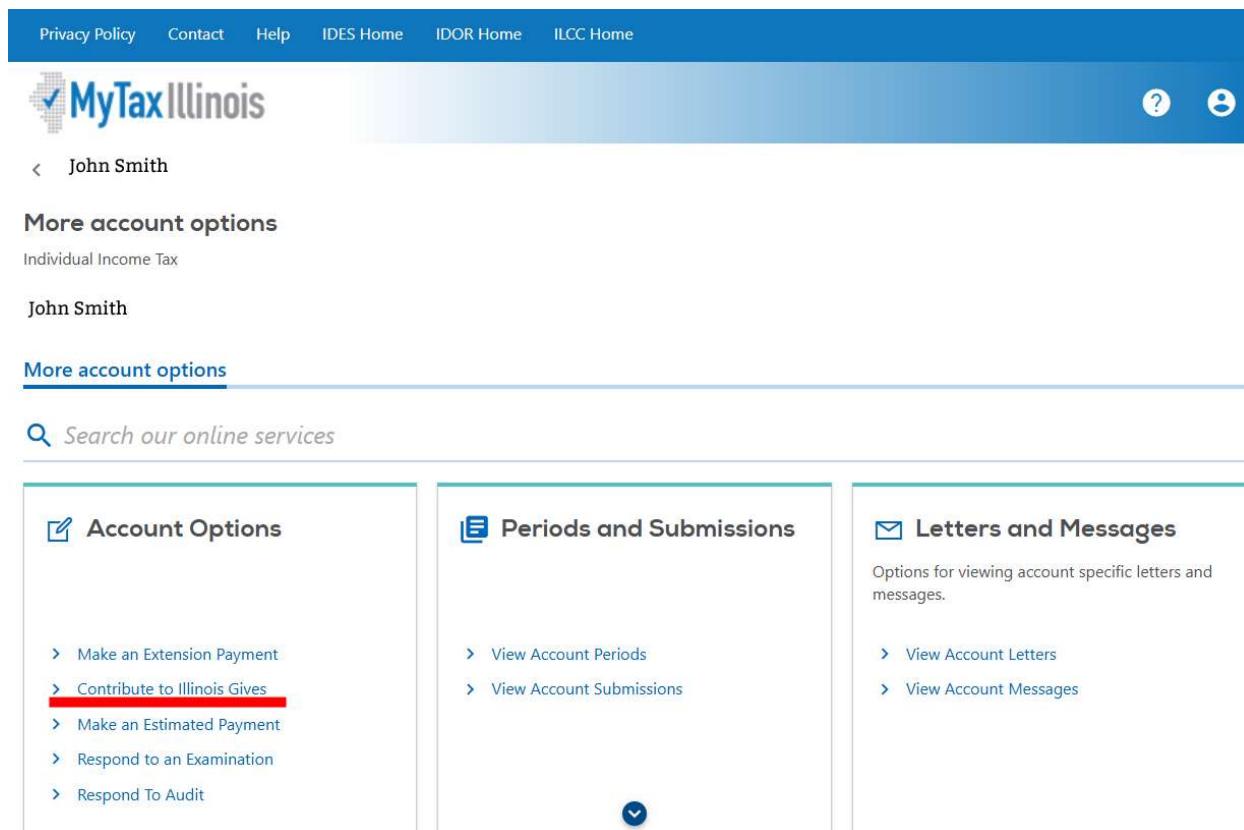
File a Return

Manage Payments and Returns

Respond to a Notice

View more account options

**Step 3:** Click “Contribute to Illinois Gives” under the “Account Options” box.



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MyTax Illinois

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**

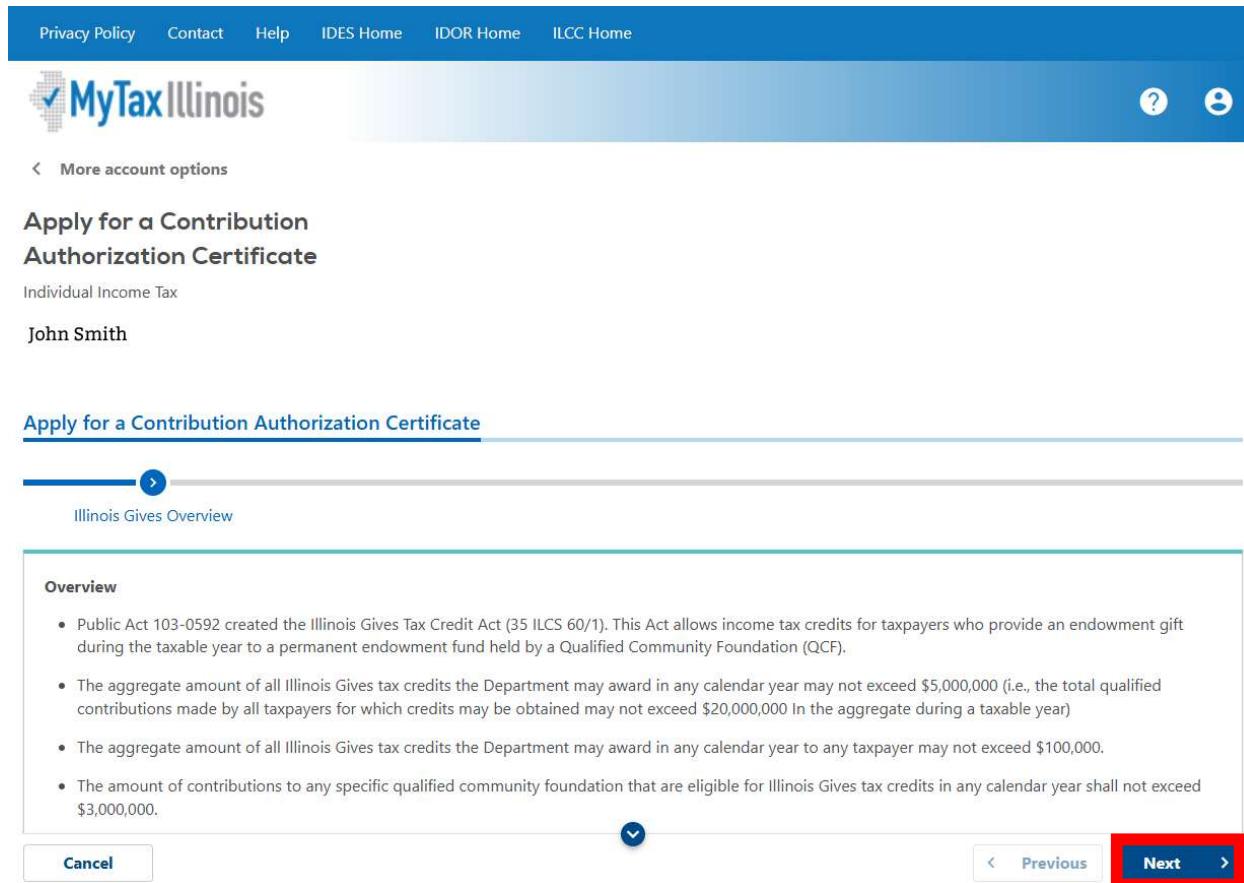
- View Account Periods
- View Account Submissions

**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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MyTax Illinois

More account options

Apply for a Contribution Authorization Certificate

Individual Income Tax

John Smith

Apply for a Contribution Authorization Certificate

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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. From the drop-down menu, select COMMUNITY FOUNDATION OF CENTRAL ILLINOIS or PEORIA AREA COMMUNITY FOUNDATION, as CFCI may be listed as either. Enter gift amount and email address, then click “Submit.”

Apply for a Contribution Authorization Certificate

Illinois Gives Overview      Contribution

Name and Address	John Smith 123 First Street Quincy, IL 62301
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**Contribution Details**

Choose a Qualified Community Foundation  
**COMMUNITY FOUNDATION OF ILLINOIS**

Contribution Pledge  
10,000

Confirm Amount  
10,000

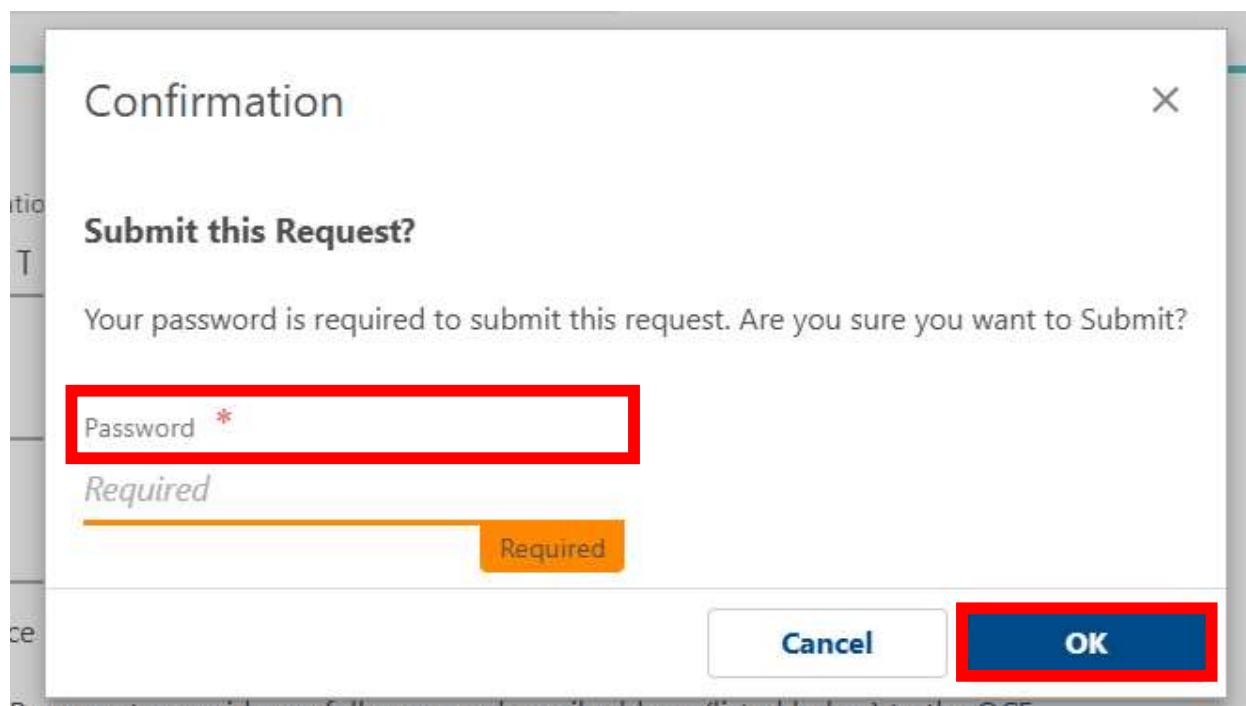
**Note:** We reserve the right to reduce your contribution amount if the program's limit for tax credits has been reached.

I authorize the Department of Revenue to provide my full name and email address (listed below) to the QCF.

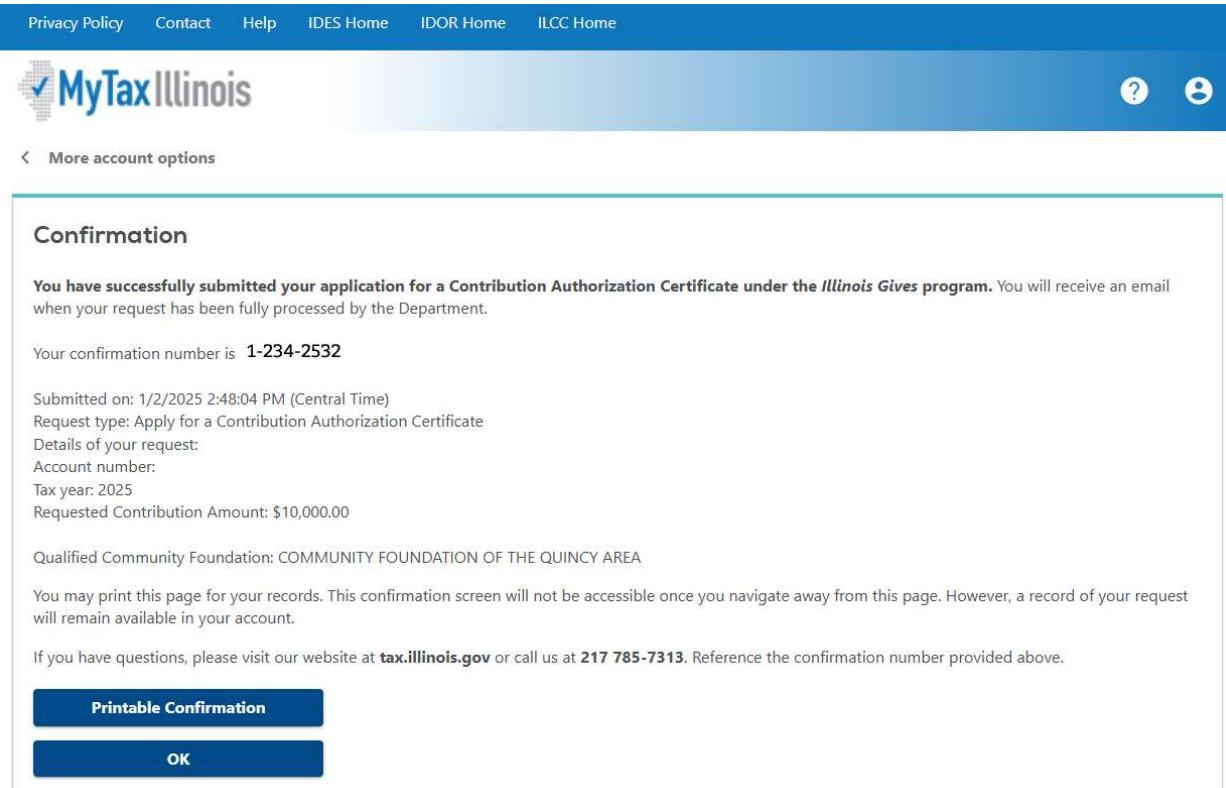
Email  
jsmith00@gmail.com

**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.”



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



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MyTaxIllinois [?](#) [User](#)

More account options

## Confirmation

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.

Your confirmation number is **1-234-2532**

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  
Requested Contribution Amount: \$10,000.00

Qualified Community Foundation: COMMUNITY FOUNDATION OF THE QUINCY AREA

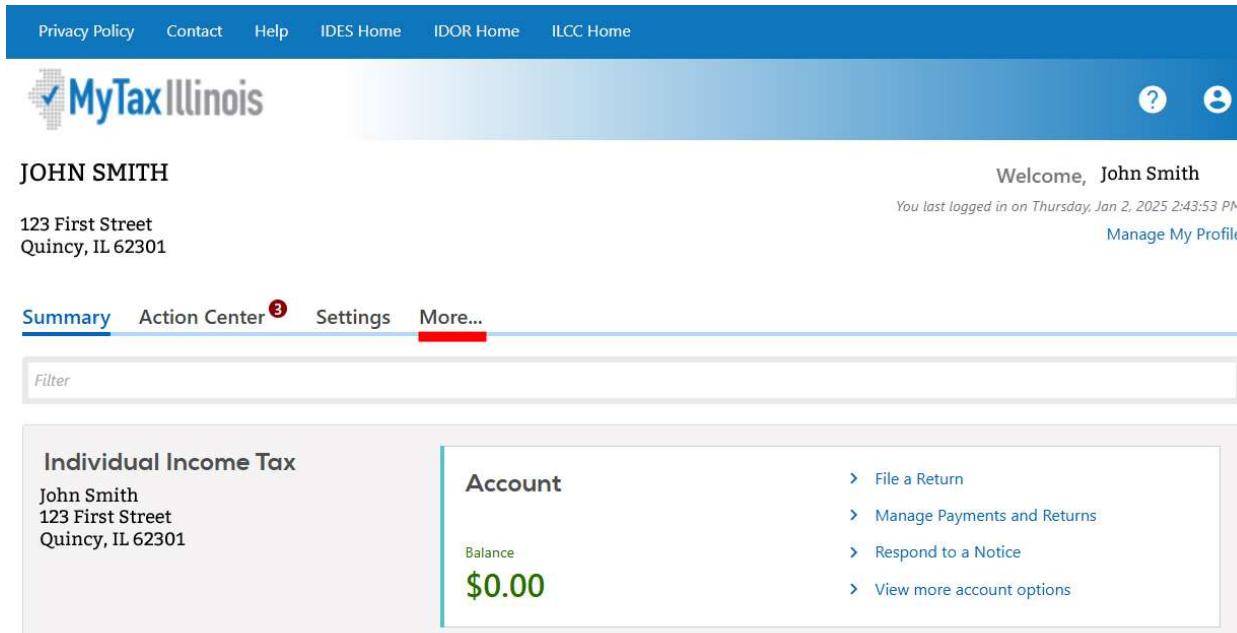
You may print this page for your records. This confirmation screen will not be accessible once you navigate away from this page. However, a record of your request will remain available in your account.

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.

[Printable Confirmation](#)

[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...”



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MyTaxIllinois [?](#) [User](#)

JOHN SMITH

Welcome, John Smith  
You last logged in on Thursday, Jan 2, 2025 2:43:53 PM  
[Manage My Profile](#)

[Summary](#) [Action Center ②](#) [Settings](#) [More...](#)

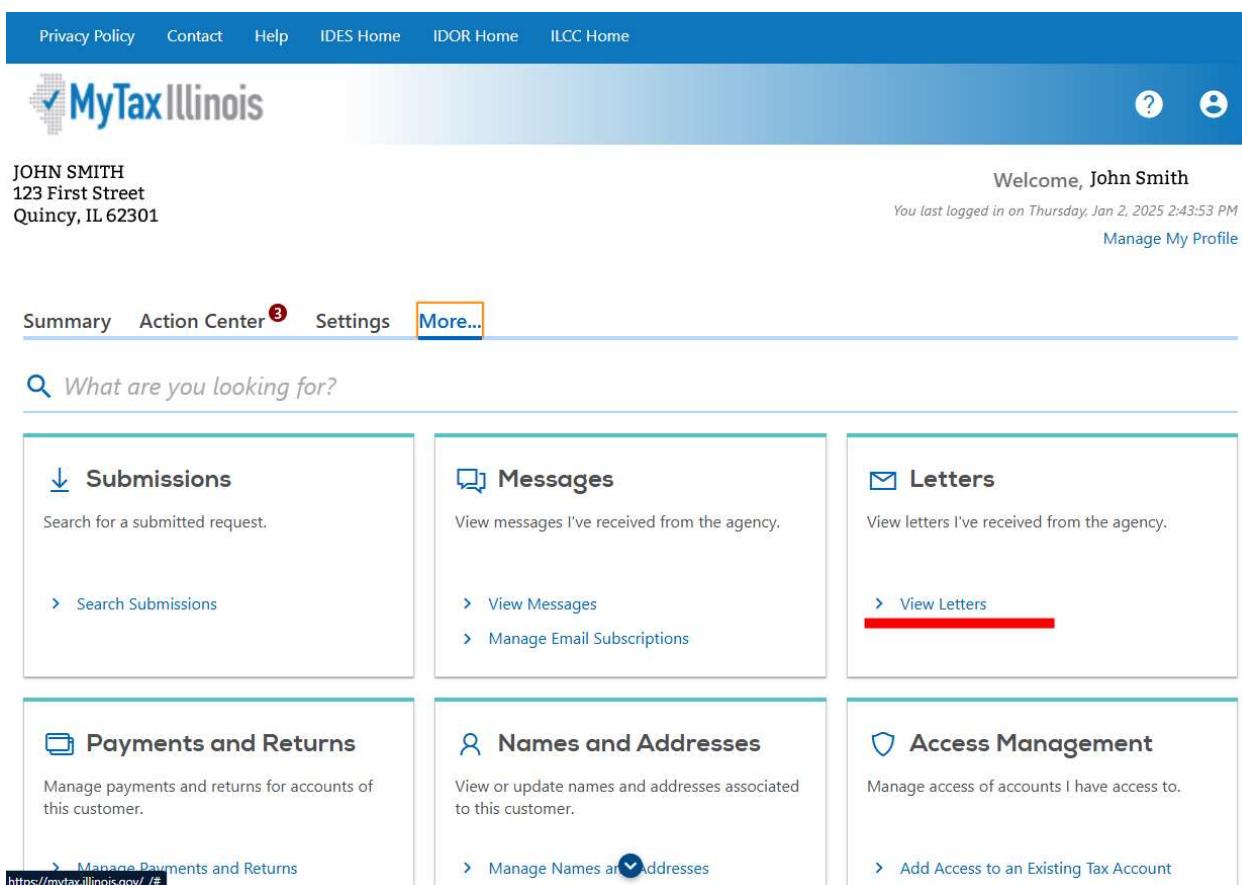
[Filter](#)

**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](#)

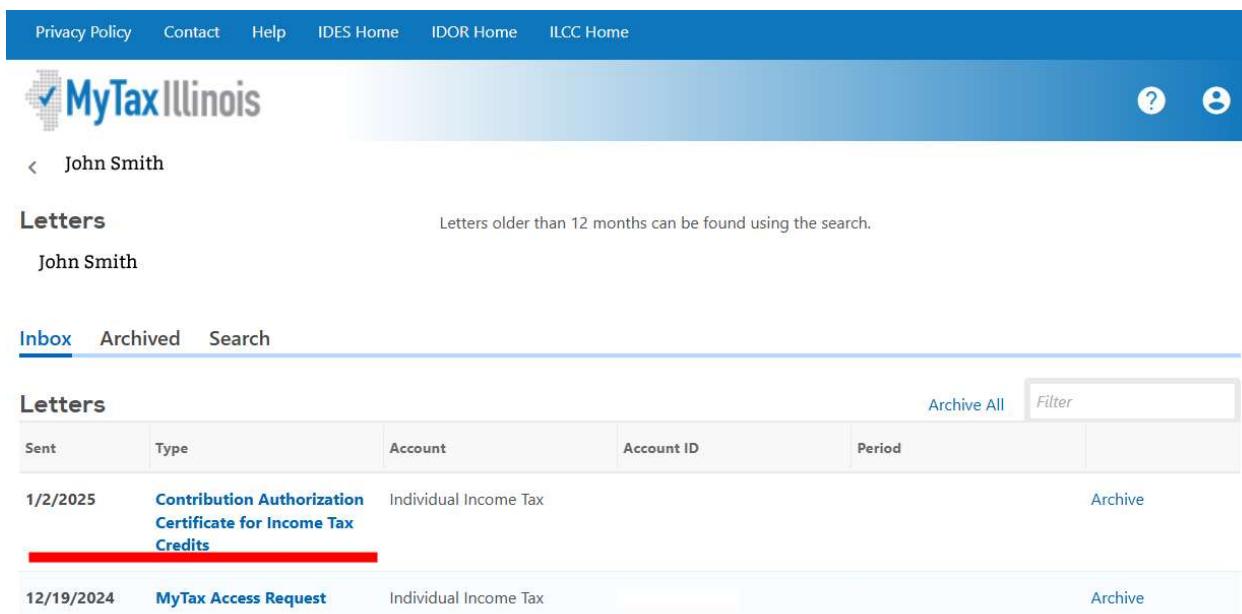
**Step 9:** In the “Letters” box, select “View Letters”



The screenshot shows the MyTax Illinois dashboard. At the top, there are links for Privacy Policy, Contact, Help, IDES Home, IDOR Home, and ILCC Home. The MyTax Illinois logo is on the left, and a user profile icon is on the right. The user is logged in as JOHN SMITH, 123 First Street, Quincy, IL 62301. A welcome message says "Welcome, John Smith" and "You last logged in on Thursday, Jan 2, 2025 2:43:53 PM". A "Manage My Profile" link is also present. Below the header, there are tabs for Summary, Action Center (with a red notification badge), Settings, and More... (which is selected and highlighted with a red box). A search bar asks "What are you looking for?". The main content area is divided into six boxes: "Submissions" (Search for a submitted request, with a "Search Submissions" link), "Messages" (View messages I've received from the agency, with "View Messages" and "Manage Email Subscriptions" links), "Letters" (View letters I've received from the agency, with a "View Letters" link highlighted with a red box), "Payments and Returns" (Manage payments and returns for accounts of this customer, with a "Manage Payments and Returns" link and a URL "https://mytax.illinois.gov/\_#"), "Names and Addresses" (View or update names and addresses associated to this customer, with a "Manage Names and Addresses" link), and "Access Management" (Manage access of accounts I have access to, with a "Add Access to an Existing Tax Account" link). The "Letters" box is the one highlighted with a red box.

**Step 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.

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The screenshot shows the "Letters" page in the MyTax Illinois dashboard. At the top, there are links for Privacy Policy, Contact, Help, IDES Home, IDOR Home, and ILCC Home. The MyTax Illinois logo is on the left, and a user profile icon is on the right. The user is identified as John Smith. Below the header, there is a breadcrumb trail showing the path: Letters > John Smith. A message says "Letters older than 12 months can be found using the search." Below this, there is a list of letters. The first letter is titled "Contribution Authorization Certificate for Income Tax Credits" and is dated 1/2/2025. The second letter is titled "MyTax Access Request" and is dated 12/19/2024. Both letters are listed under the "Individual Income Tax" category. At the top of the list, there are buttons for "Archive All" and "Filter". Below the list, there are buttons for "Inbox", "Archived", and "Search".