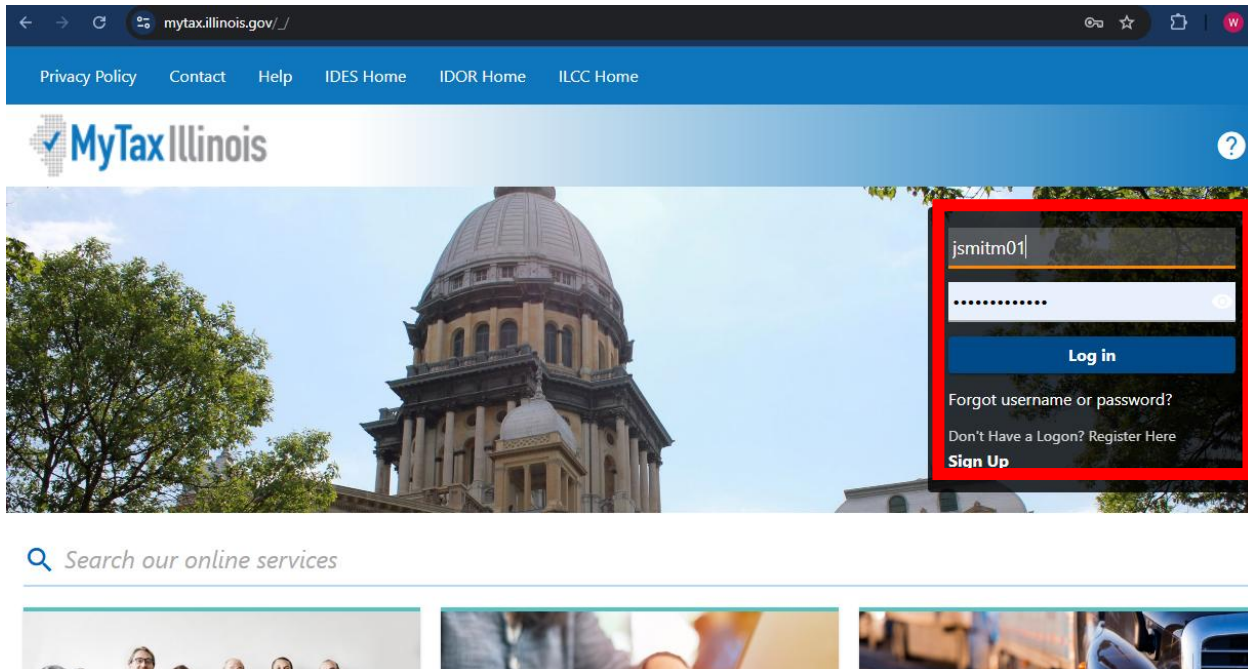
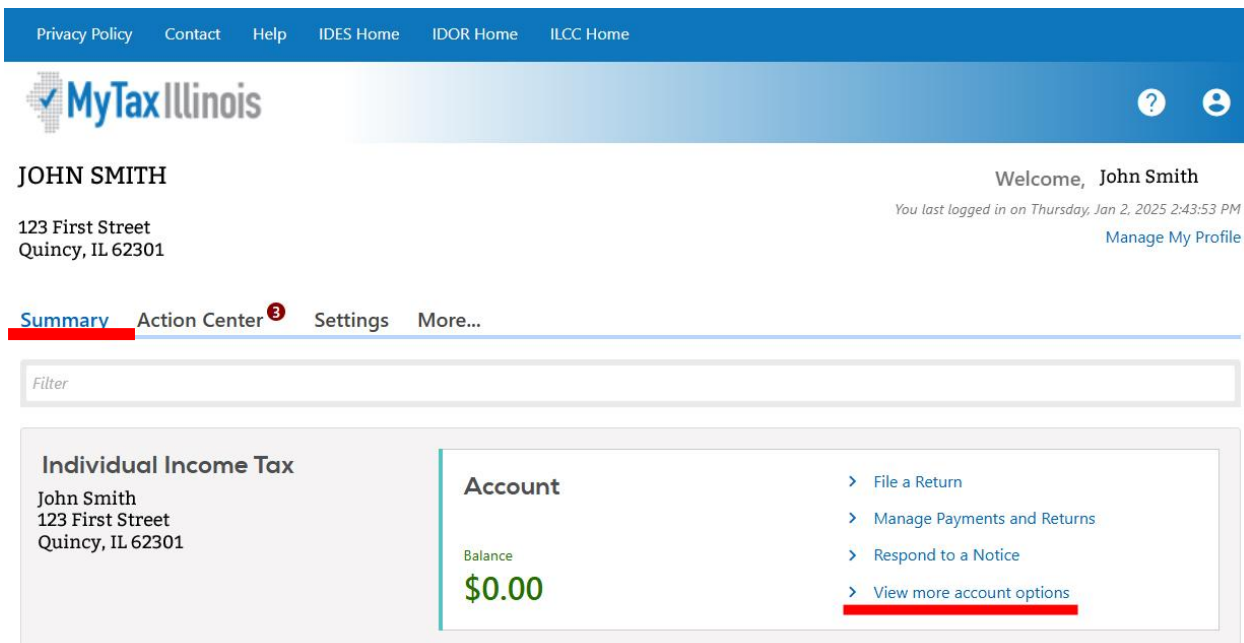


ILLINOIS GIVES: STEP-BY-STEP DONOR INSTRUCTIONS

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

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

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 KANKAKEE RIVER VALLEY.” Once gift information is entered, click “Submit.”

Apply for a Contribution Authorization Certificate

Progress: Illinois Gives Overview (checked) > Contribution

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

Contribution Details
Choose a Qualified Community Foundation
COMMUNITY FOUNDATION OF I (highlighted)

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

Buttons: Cancel, Previous, **Submit**

Apply for a Contribution Authorization Certificate

Progress: Illinois Gives Overview (checked) > Contribution

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

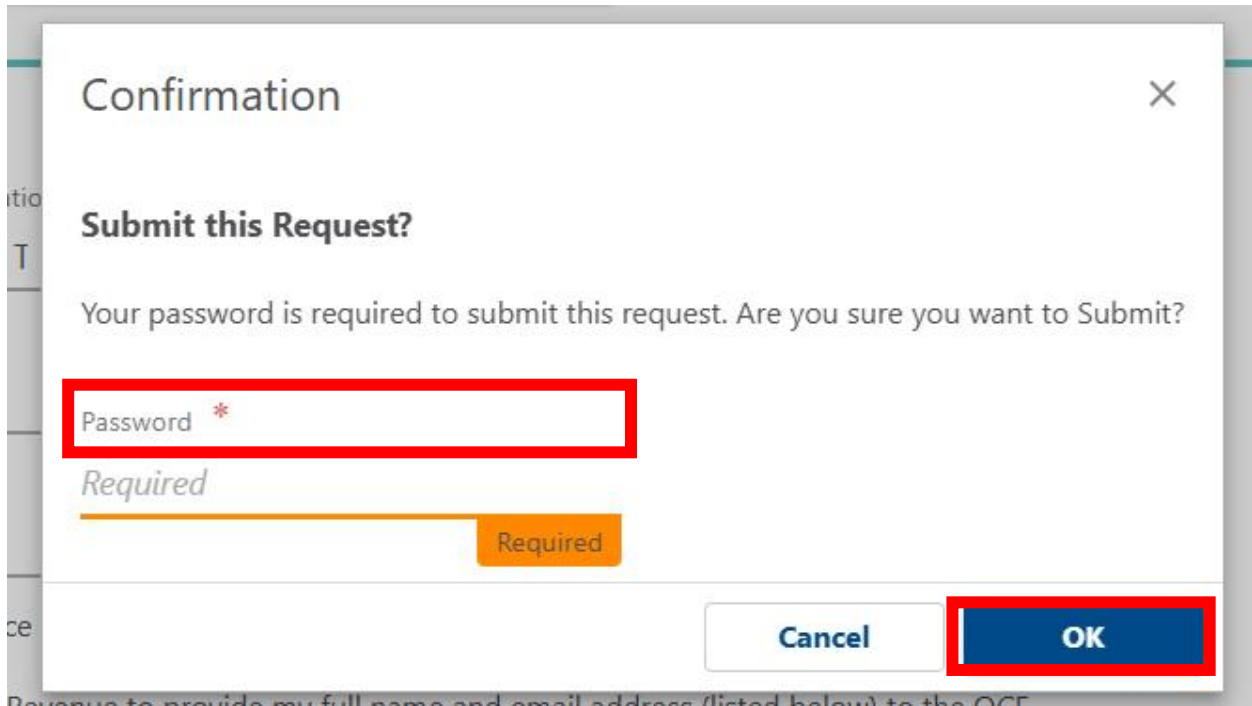
Contribution Details
Choose a Qualified Community Foundation
COMMUNITY FOUNDATION OF KANKAKEE (selected)
Dropdown menu items:
- COMMUNITY FOUNDATION FOR THE LAND OF LINCOLN
COMMUNITY FOUNDATION OF KANKAKEE RIVER VALLEY (highlighted)
- COMMUNITY FOUNDATION OF NORTHERN ILLINOIS
- COMMUNITY FOUNDATION OF THE QUINCY AREA
- GALESBURG COMMUNITY FOUNDATION
- ILLINOIS PRAIRIE COMMUNITY FOUNDATION
- JEWISH FEDERATION OF METROPOLITAN CHICAGO
- MOLINE FOUNDATION
- MORRIS COMMUNITY FOUNDATION

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

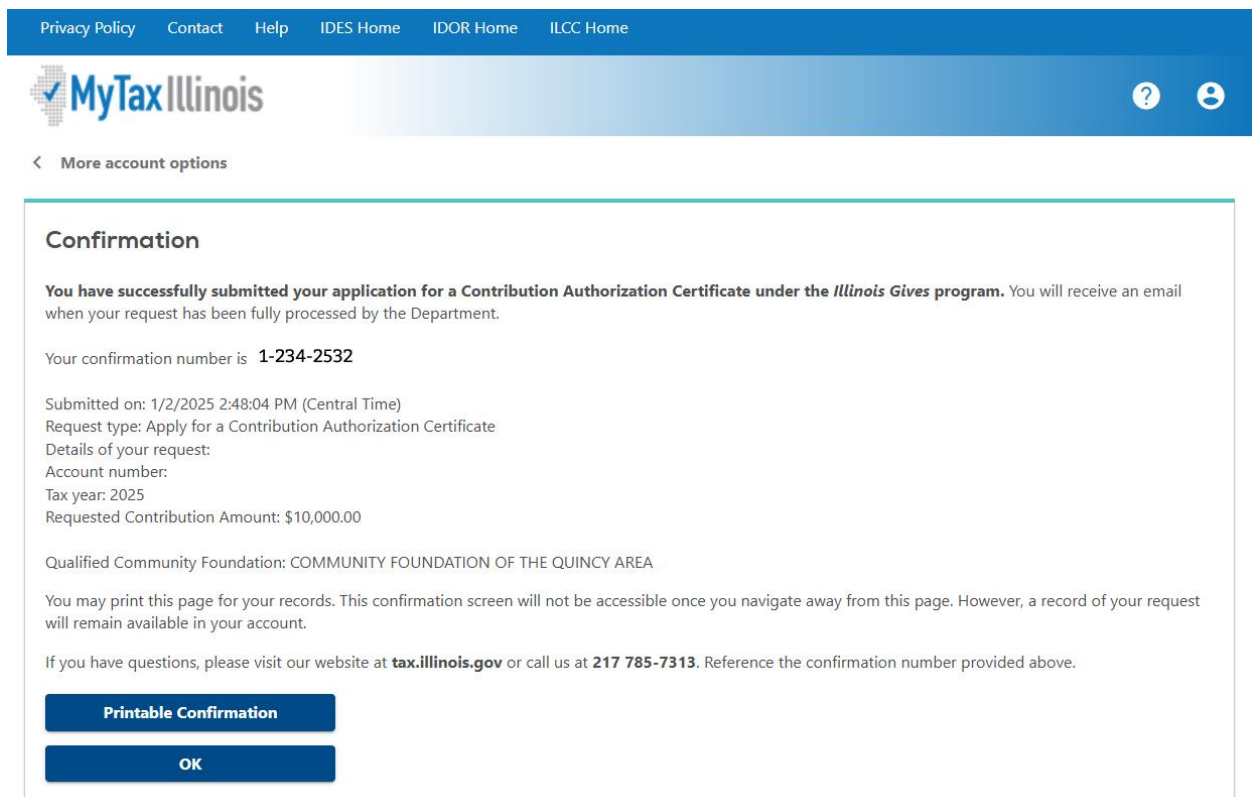
I authorize the Department of Revenue to provide my full name and email address (listed below) to the QCF.

Buttons: Cancel, Previous, **Submit**

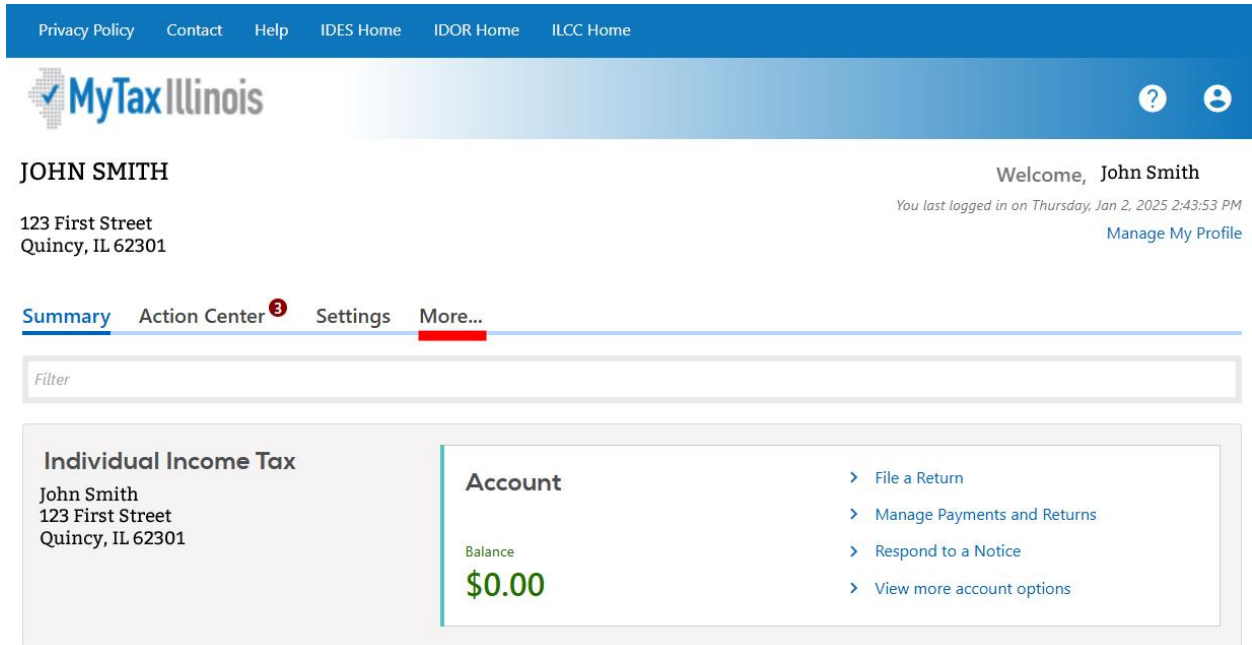
Step 6: A confirmation box will appear after you submit the gift information. You now must re-enter your password and then click “OK.”



Step 7: After successfully submitting the form, you will be presented 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.

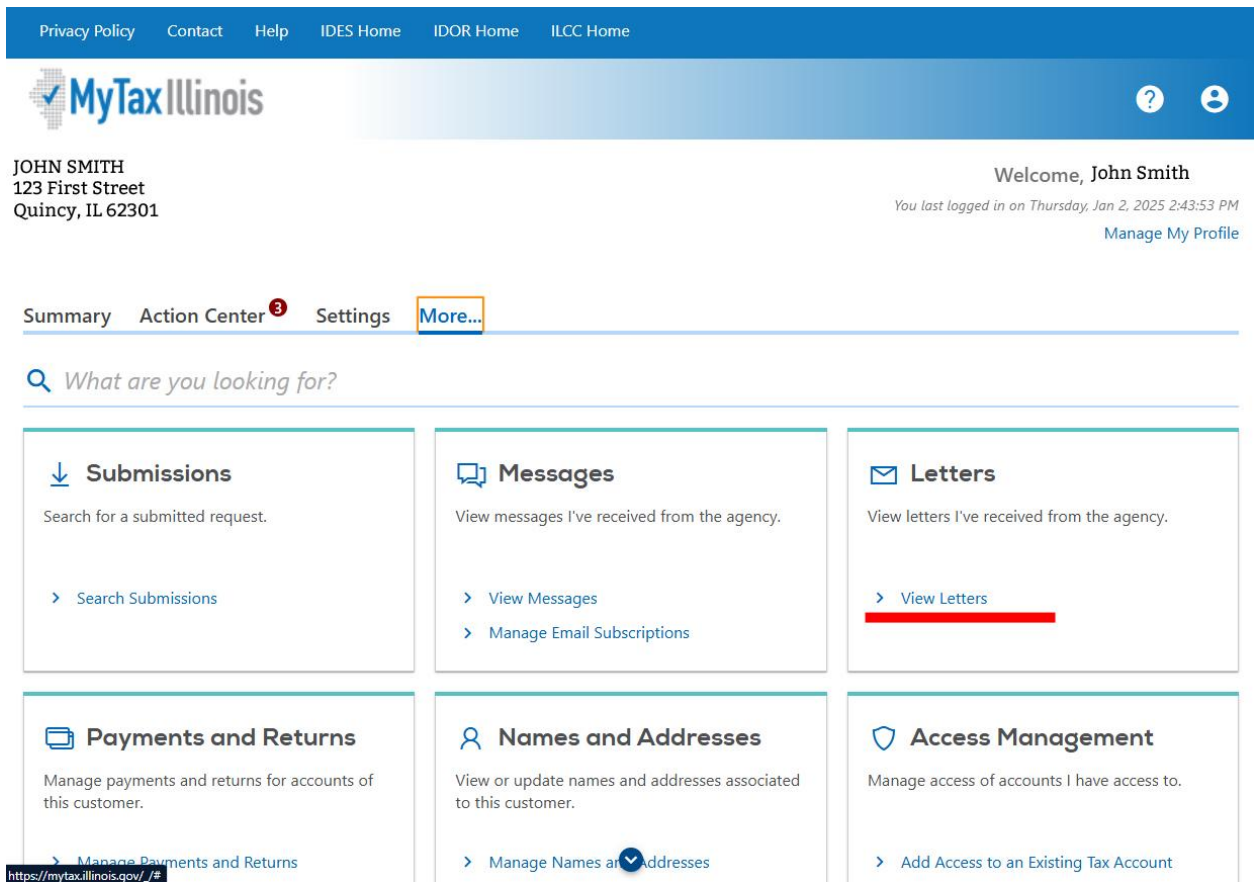


Step 8: Once you have submitted the request, you can check the status of the authorization within your MyTax account. From your summary page, click “More...”



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 and address are displayed: JOHN SMITH, 123 First Street, Quincy, IL 62301. A welcome message and login information are shown on the right. The main navigation bar includes Summary, Action Center (with a notification badge), Settings, and More... (highlighted in red). Below the navigation bar is a filter input field. The main content area displays the Individual Income Tax account information, including the account name, address, and a balance of \$0.00. A list of actions is provided for the account: 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 summary page with the 'More...' menu open. The header and user information are the same as in the previous screenshot. The 'More...' menu is highlighted in orange and contains a search bar and six categories: Submissions, Messages, Letters, Payments and Returns, Names and Addresses, and Access Management. The 'Letters' category is highlighted in red, and the 'View Letters' link within it is also highlighted in red. The 'Submissions' category has a search bar and a 'Search Submissions' link. The 'Messages' category has a 'View Messages' link and a 'Manage Email Subscriptions' link. The 'Payments and Returns' category has a 'Manage Payments and Returns' link. The 'Names and Addresses' category has a 'Manage Names and Addresses' link. The 'Access Management' category has an 'Add Access to an Existing Tax Account' link. 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.

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< John Smith

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

John Smith

Inbox Archived Search

Letters Archive All Filter

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

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**