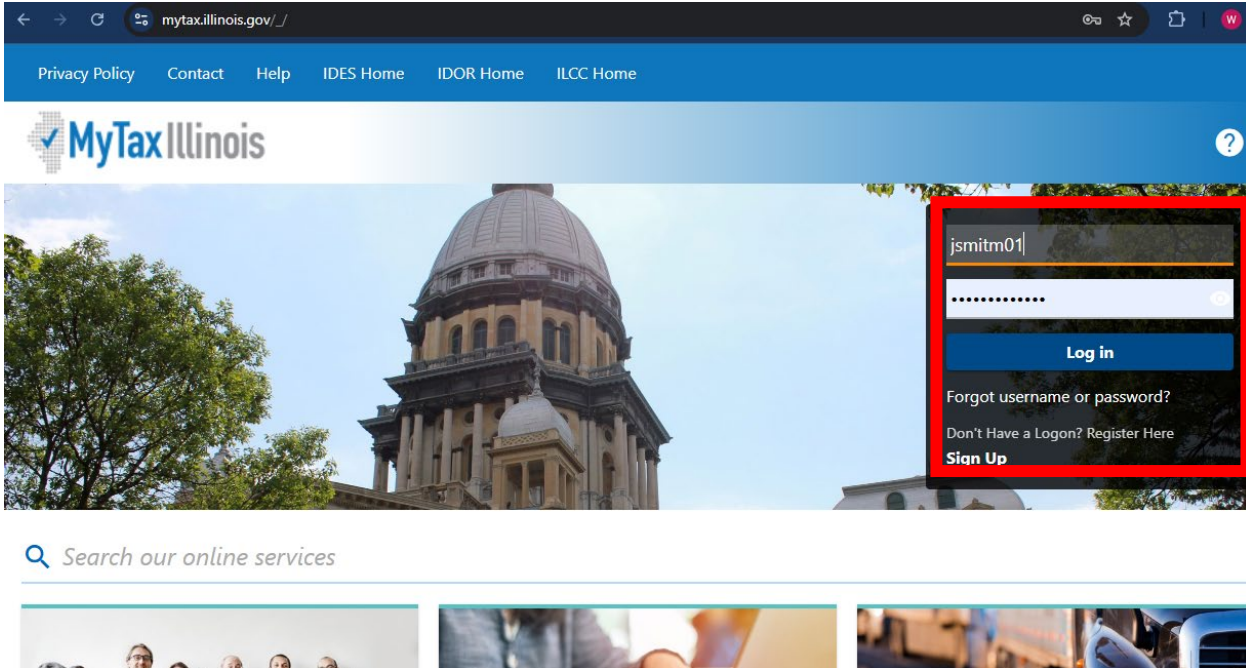


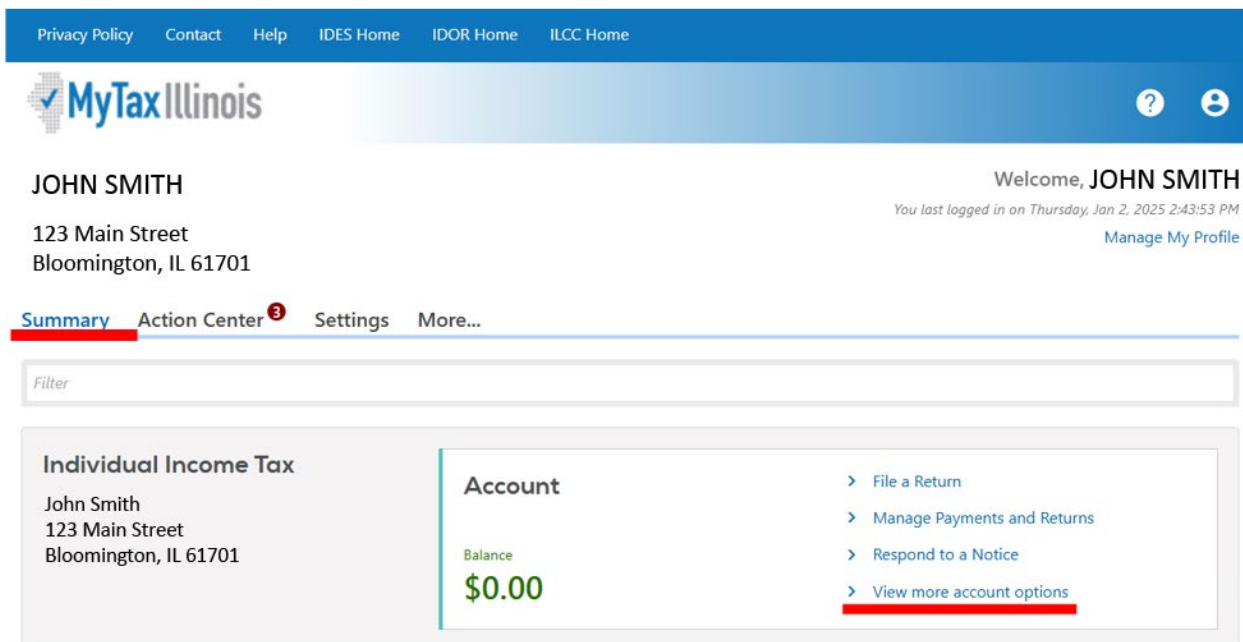


## ILLINOIS GIVES: STEP-BY-STEP DONOR INSTRUCTIONS

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

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


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< 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  **Next** >

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

### Apply for a Contribution Authorization Certificate

Progress: Illinois Gives Overview (checked) | Contribution (active)

**Name and Address**  
John Smith  
123 Main Street  
Bloomington, IL 61701

**Contribution Details**  
Choose a Qualified Community Foundation  
**ILLINOIS PRAIRIE COMMUN** ▼

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

Progress: Illinois Gives Overview (checked) | Contribution (active)

**Name and Address**  
John Smith  
123 Main Street  
Bloomington, IL 61701

**Contribution Details**  
Choose a Qualified Community Foundation  
ILLINOIS PRAIRIE COMMUNITY F ▼

- 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

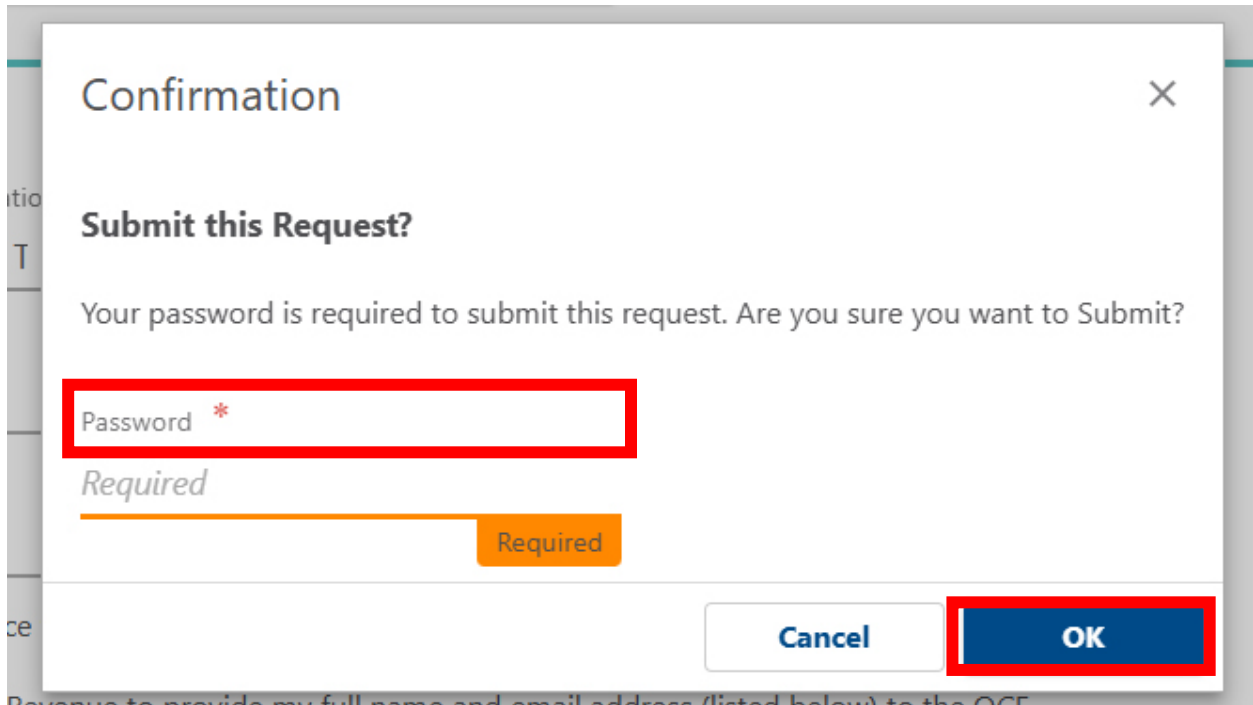
**Note:** We reserve the right to reduce your contribution amount if the program's limit for tax credits has been reached.

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

Email  
jsmith00@gmail.com

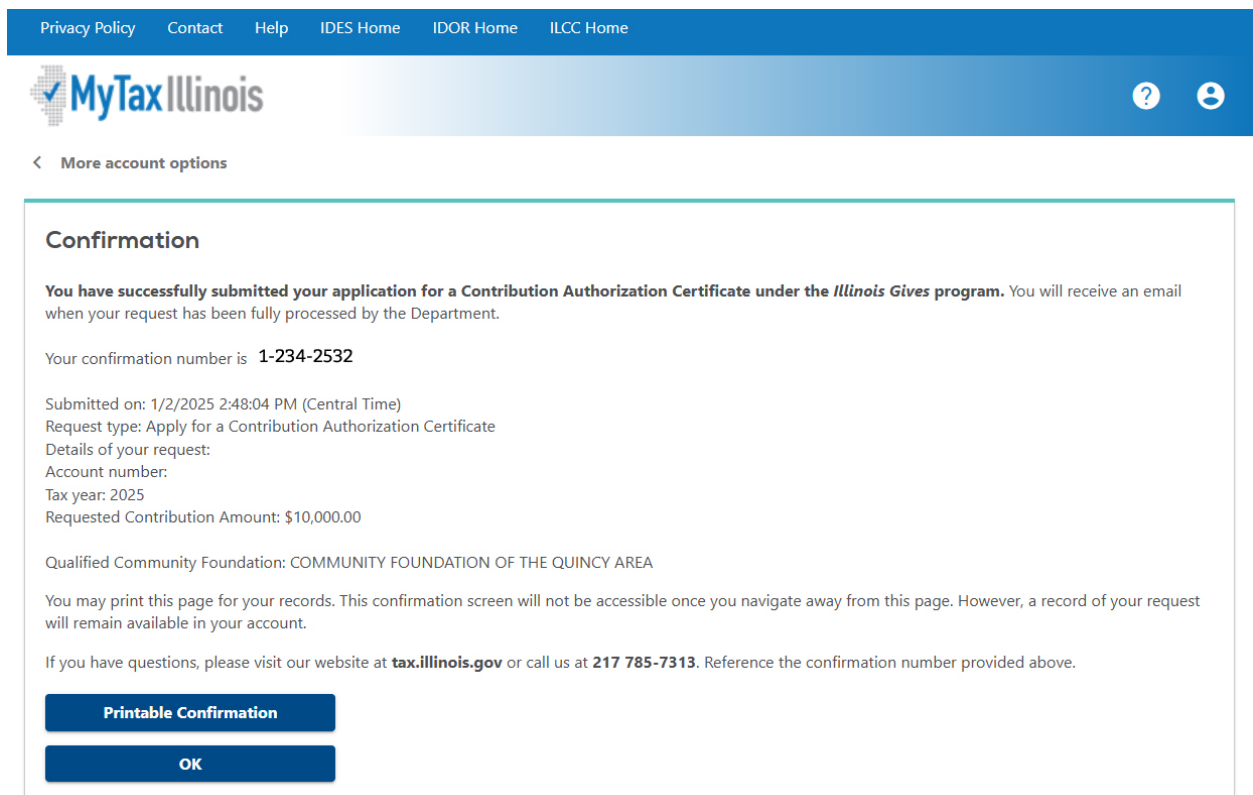
[Cancel](#) [Previous](#) [Submit](#)

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



The image shows a modal dialog box titled "Confirmation" with a close button (X) in the top right corner. The main heading is "Submit this Request?". Below this, a message 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. An orange progress bar is partially filled, with the word "Required" written inside it. 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.



The image shows a confirmation page from the MyTaxIllinois website. 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 profile 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.

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

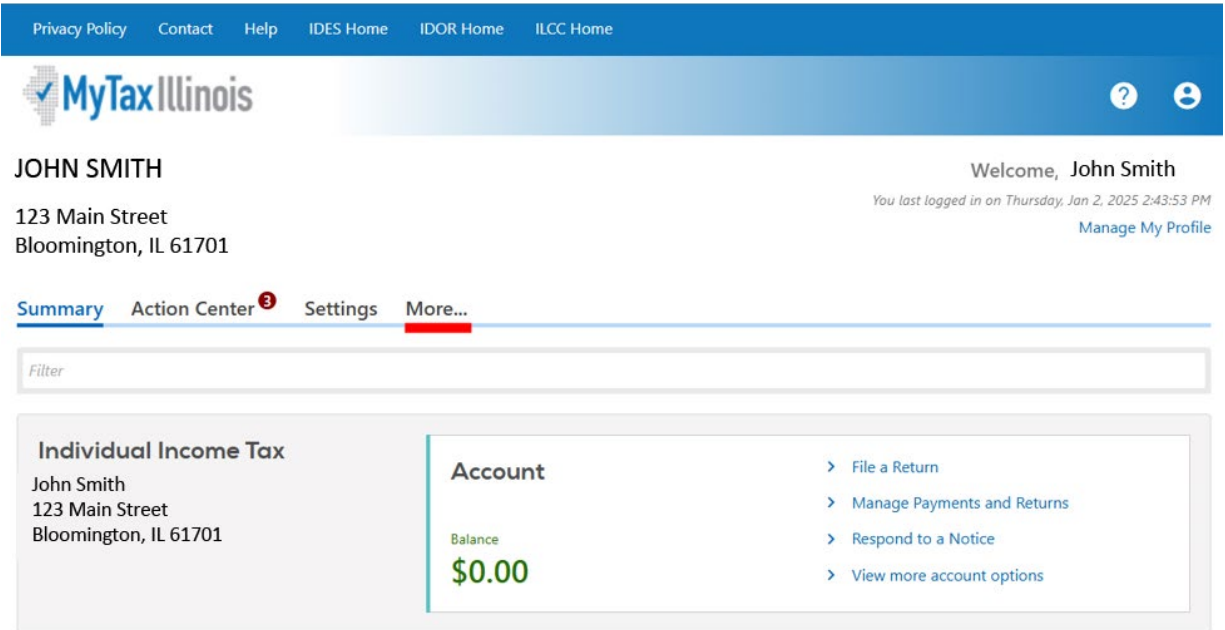
Qualified Community Foundation: COMMUNITY FOUNDATION OF THE QUINCY AREA

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.

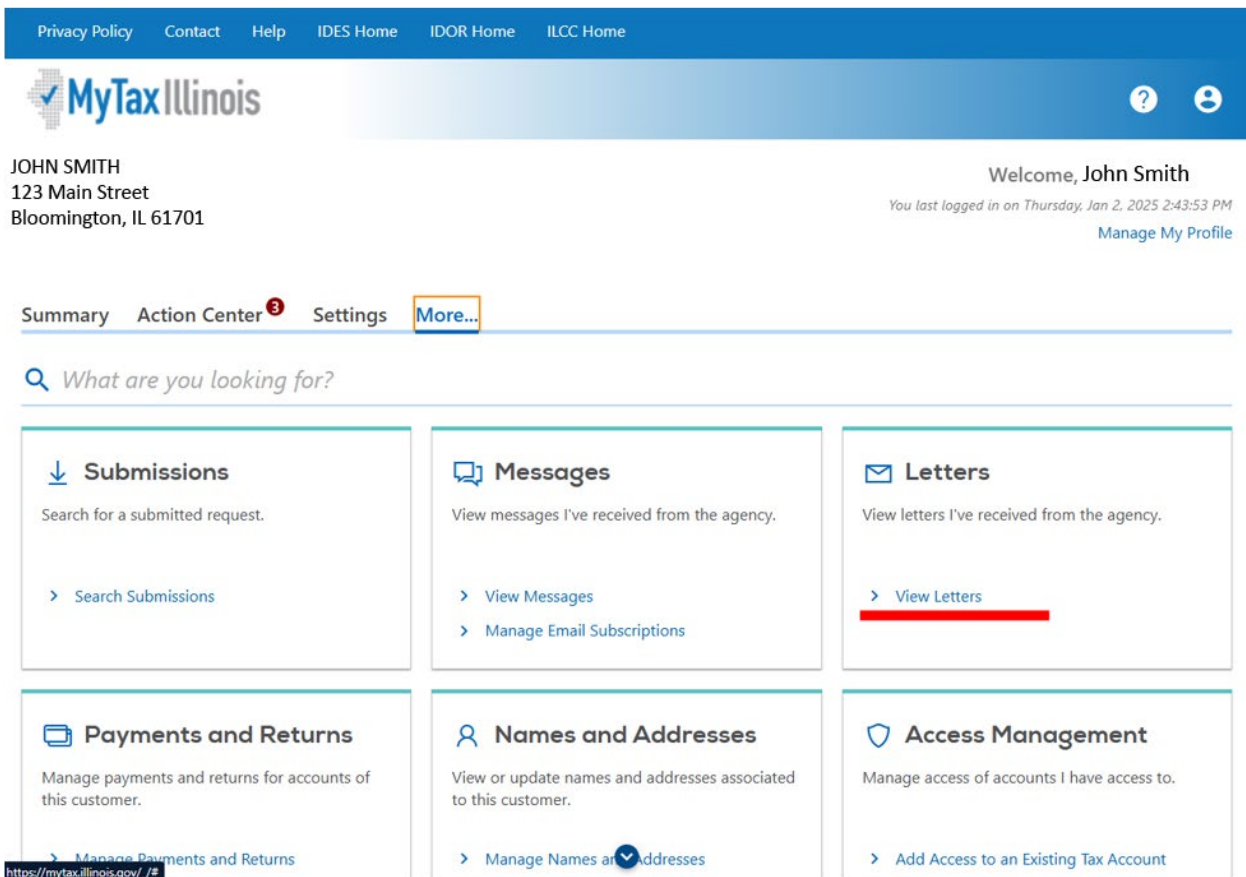
At the bottom, there are two buttons: "Printable Confirmation" and "OK".

**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 user interface. At the top, there is a navigation bar with links for Privacy Policy, Contact, Help, IDES Home, IDOR Home, and ILCC Home. Below this is the MyTax Illinois logo and a user profile section for JOHN SMITH, including his address (123 Main Street, Bloomington, IL 61701) and a welcome message. A navigation menu at the bottom of the header includes Summary, Action Center (with a notification badge), Settings, and More... (highlighted in red). Below the navigation is a search filter box. The main content area displays 'Individual Income Tax' information for John Smith, including his address. To the right, there is an 'Account' section showing a balance of \$0.00 and a list of actions: 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 dashboard. The header and user profile information are identical to the previous screenshot. The navigation menu at the bottom of the header includes Summary, Action Center (with a notification badge), Settings, and More... (highlighted in red). Below the navigation is a search bar with the placeholder text "What are you looking for?". The dashboard is organized into a grid of six tiles. The 'Letters' tile is highlighted with a red underline and contains a red bar at the bottom, with the 'View Letters' link highlighted in red. The other tiles are: Submissions (Search for a submitted request), Messages (View messages I've received from the agency), Payments and Returns (Manage payments and returns for accounts of this customer), Names and Addresses (View or update names and addresses associated to this customer), and Access Management (Manage access of accounts I have access to). 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

**MyTax Illinois** ?

< 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	<b>Contribution Authorization Certificate for Income Tax Credits</b>	Individual Income Tax			Archive
12/19/2024	<b>MyTax Access Request</b>	Individual Income Tax			Archive

RuvTHcu77ubCCKV7RCQzQ\_ 1 / 2 100%

1

2

### Contribution Authorization Certificate for Income Tax Credits



January 2, 2025

John Smith  
123 Main Street  
Bloomington, IL 61701

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](http://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