



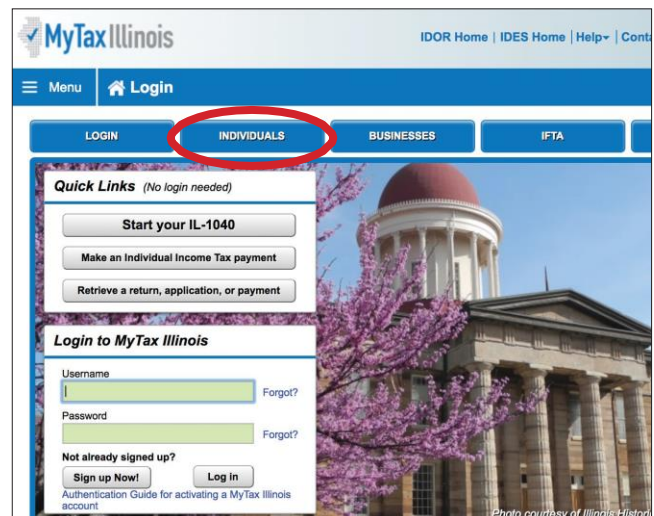
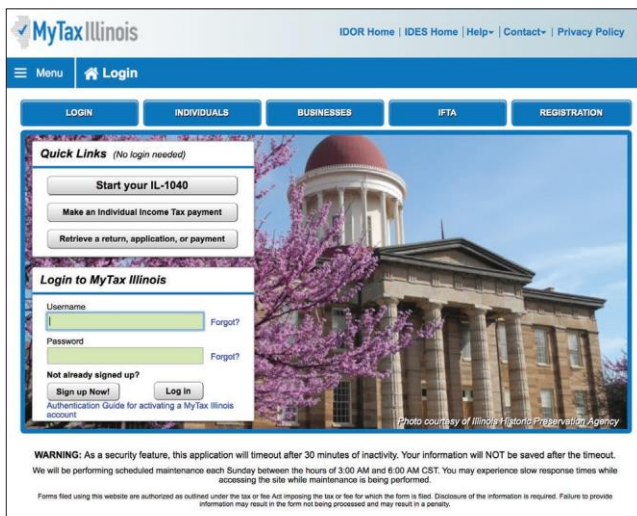
Tax Credit Scholarship Program

MyTax.Illinois.Gov — Request Letter ID

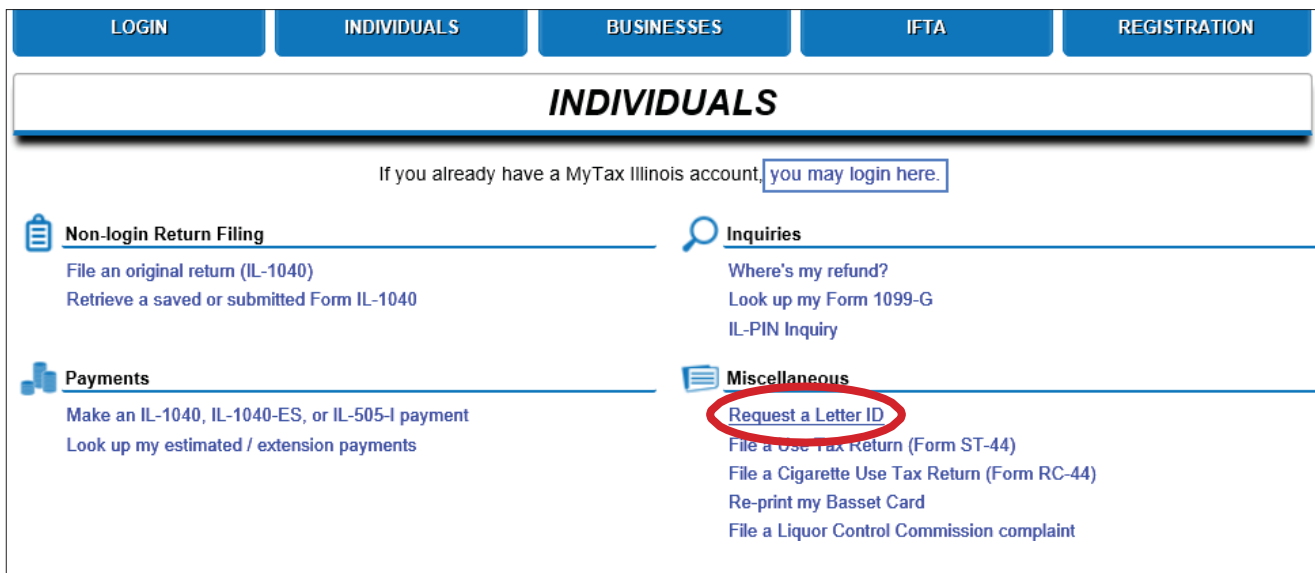
The Tax Credit Scholarship Program (TCS) will help low income students receive a quality Catholic education while reducing or eliminating your State of Illinois income tax liability. To take advantage of this opportunity, you will need to use the mytax.illinois.gov website to apply for the tax credit. The steps below provide instructions for requesting a Letter ID, the first step toward getting an account.

STEP 1: Log on to **mytax.illinois.gov**

- If you already have an account, enter your username and password to verify
- If you do NOT have an account, click on the word “Individuals” (second rectangle from the left)



STEP 2: Click on “Request a Letter ID”; the first link in the “Miscellaneous Section”



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STEP 3: Enter your Social Security Number and one of the following: an IL-PIN, 2016 Adjusted Gross Income, IL Driver's License Number, or IL State Identification Number.

The screenshot shows the 'Request Letter ID' form on the MyTax Illinois website. The page header includes the MyTax Illinois logo and navigation links for IDOR Home, IDES Home, Help, Contact, and Privacy Policy. The breadcrumb trail is 'Home » Login » Individuals » Request'. There are 'Submit' and 'Cancel' buttons in the top right corner. The main heading is 'IIT Letter ID Request'. Below this, there is a paragraph of instructions and a note: 'Note: You will not receive your letter ID to activate a MyTax Illinois account if you do not have a valid mailing address on file with us.' The form contains two main sections: 1. Social Security Number, with a text input field containing '***-**-8346'. 2. Please enter ONE of the following: This section has four radio button options: 'IL-PIN', 'Prior Year Adjusted Gross Income', 'Illinois Drivers License Number', and 'Illinois State Identification Number'. The 'Illinois Drivers License Number' option is selected. To the right of this option is a yellow 'Required' label. Below the 'Illinois State Identification Number' option is another yellow label that says 'Required' and 'Format: ?999-9999-9999'.

STEP 4: Click 'Submit' and enter and confirm your email address; then click 'ok' to submit and receive your confirmation.

This screenshot shows the same 'Request Letter ID' form as in the previous step, but with a modal dialog box open. The dialog box is titled 'Submit this request?' and contains the text: 'You are required to enter and confirm your email address to verify this request.' It has two input fields: 'Email' and 'Confirm Email', both with yellow 'Required' labels. There are 'OK' and 'Cancel' buttons at the bottom of the dialog box. The background form is partially obscured by the dialog box.

The screenshot shows the 'Confirmation' page on the MyTax Illinois website. The breadcrumb trail is 'Home » Login » Individuals » Request » Confirmation'. There are 'Printable Confirmation' and 'OK' buttons at the bottom. The main content area contains the following text: 'Confirmation', 'Congratulations! You have submitted your Letter ID request. Please note that your record will be available in 7 to 10 days.', 'Your confirmation number is 1-453-176-768.', 'Submitted On: 11/10/2017 3:35:05 PM (Central Time)', 'Request Type: IIT Letter ID Request', 'You may print this page for your records. This confirmation screen will not be accessible for your records.', and 'If you have questions, please visit our website at tax.illinois.gov or call us at 1 800 732-7323'.

STEP 5: The Letter ID will be mailed to the address on your last year's tax return. You should receive it within 7–10 business days.