

Fenwick High School

Would you like to significantly lower your IL state income taxes and help deserving Fenwick students?

You can receive a 75% state tax credit in 2019 for contributions directed to Fenwick through the IL State Tax Credit Scholarship Program.[^]

Scenario One: direct a \$10,000 contribution (individuals may contribute up to \$1,333,333 to claim as much as \$1,000,000 in tax credits) **to Fenwick through a Scholarship Granting Organization (SGO)* in 2019 and get a \$7,500 income tax credit from the state of Illinois.**

Out of pocket expense: \$2,500

(SGO contributions are not deductible from state and/or federal income taxes)

Fenwick High School students receive a \$9,500 tuition grant
(your full contribution less a 5% administrative fee for the SGO)

Scenario Two: Pay \$7,500 to the state of Illinois

Out of pocket expense: \$7,500

Fenwick High School students receive \$0

Follow the steps on the next pages to lower your IL income tax bill and help Fenwick!

[^]Fenwick High School does not provide tax or legal advice. Please consult tax/legal advisors before making this or any gift to Fenwick.

*Fenwick has worked closely and successfully with Big Shoulders Fund, Empower Illinois and Children's Tuition Fund as SGOs



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Step One – Request a Letter ID from the state of IL

- Go to: <https://mytax.illinois.gov>
- Select: *Individuals*
- Select: *Request a letter ID* (under Miscellaneous)
- Enter: Social Security Number
- Enter: IL PIN (follow prompts to get PIN if need be, you'll need this) or last year's adjusted gross income or IL driver's license number or IL state identification number
If you need assistance at any time call 1-800-732-8866
- Click: *Submit* (upper right) and confirm email address

Your letter ID will be mailed to you from the Illinois Department of Revenue. Once received, proceed to step two.

Step Two – Activate your MyTax Illinois account

- Go to: <https://mytax.illinois.gov/>
- Select: *Sign Up Now* (under Log In to MyTax Illinois)
- Select: *Social Security* and enter your SSN

Answer "Yes" to the question, "Are you trying to activate your MyTax Illinois account for individual income tax?"

- Enter: Letter ID (received from IL Dept. of Revenue via mail)
- Enter: IL PIN or last year's adjusted gross income
- Enter: Contact Info

Create a User Name and Password and confirm both

- Select: *Submit* (scroll to the top of the page on the right)

Print confirmation

You will then be emailed an authorization code. This code is needed to "reserve" your tax credit.



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Step Three – Reserve your Tax Credit

- Go to: <https://mytax.illinois.gov/> You will need your authorization code.
 - Select: *Individual* (under “Account Type”)
 - Select: *Contribute to Invest in Kids Act* (under the “I want to” section in the upper right)
You will need...User Name and Password information for your MyTax Illinois Account
“Invest in Kids Overview” page – Check the acknowledgement box
“Contribution” Page
“Contribution Details”
 - “Choose a Region” (from dropdown) – Region 1 (Cook County)
 - “Choose a Scholarship Granting Organization” (from dropdown) – 1) if your first time, please choose Big Shoulders Fund, Empower Illinois or Children’s Tuition Fund of Illinois; 2) if you have done it before, please choose the SGO you used previously
 - “Contribution Pledge” – fill in amount (amount of contribution, not tax credit amount)
 - “Confirm Amount” – same amount as above
 - Check the box to allow IL Dept. of Revenue to share info and your email with the SGO and confirm that in the next pop-up with your password
 - You will then receive a confirmation page with details of your contribution, which completes the application process to “reserve” your tax credit
 - Once you have applied to “reserve” your tax credit with the state, assuming state and regional limits have not been met, the Illinois Department of Revenue will put a *contribution authorization certificate* (CAC) in your MyTax Illinois account within three days. Check your account for this notification. It may come immediately.
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Step Four – Make your Contribution to the SGO

- Once the CAC is in your account, you can make your contribution to the SGO
- You must make your contribution to the SGO within 60 days of receiving the CAC
- Retrieve the CAC from your MyTax Illinois account
 - Go to: <https://mytax.illinois.gov/>
 - Enter: User Name and Password
 - Click on: *Correspondence*
 - Click on: *View Letters*Your CAC should appear. Save this document to your computer for upload or mail to the SGO
- Visit the website of the SGO you chose to make your contribution –
This is where you can direct your gift to Fenwick. Each SGO has slightly different instructions, but the websites are very user friendly. Make sure to complete a



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school designation form (or choose Fenwick High School from a dropdown menu), and you will need to send (mail or email) your CAC to the SGO.

- Big Shoulders: <https://www.bigshouldersfundsgo.org/>
 - Go to the “Donate” tab on the far right of the navigation ribbon at the top
 - Empower Illinois: <https://empowerillinois.org/>
 - Go to the “Donate” oval on the lower left of the screen under the green “Donors”
 - Children’s Tuition Fund: <https://childrenstuitionfund.org/states/illinois/>
 - Go to the “Contribute” tab in the upper right of the screen
- Contributions to SGOs can be made in various ways, including a check by mail, on-line with a credit card, bank withdrawal and with appreciated stock
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