



# HOW TO DONATE

BY CREDIT CARD  
THROUGH BIG  
SHOULDERS FUND



# INTRODUCTION

Thank you for your interest in making a **Scholarship Tax Credit (STC)** donation.

This is a 3-part process that, while not difficult, must be followed step by step to ensure your scholarship tax credit donation is successfully processed.

These steps include:

1

Setting up a  
MyTax Illinois Account

2

Reserving Your  
Tax Credit

3

Donating to a Scholarship  
Granting Organization (SGO)

Unless you already have a MyTax Illinois Account, this process can take **1-2 weeks** to complete because you must wait to receive a “Letter ID” from the State of Illinois. Once you receive the Letter ID, you can quickly complete the rest of the process.



QUESTIONS?

## CONTACT

Rabbi Sammy Joseph  
STC Coordinator  
(773) 465-8889 ext. 680  
stc@jdbyytt.org





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## WHY GIVE?

The STC program brings hundreds of thousands of much-needed dollars to JDBY-YTT, which means our children receive the **chinuch they deserve**. During the 2019-2020 school year, nearly 500 JDBY-YTT families benefitted from the program, saving them over **\$500,000** in tuition.

SHOW YOUR  
COMMITMENT TO  
OUR CHILDREN.  
MAKE AN STC  
DONATION TODAY.



# STEP 1





ALREADY  
HAVE A  
MYTAX ILLINOIS  
ACCOUNT?  
SKIP TO STEP #2  
ON PAGE 7.

## SET UP A MYTAX ILLINOIS ACCOUNT

### PART A: APPLY FOR A LETTER ID

#### HAVE THESE HANDY

- ✓ Your Social Security number (SSN)
- ✓ One of the following:
  - Your Illinois driver's license number
  - State ID number
  - Your adjusted gross income (AGI) from last year

- ☐ Go to <https://mytax.illinois.gov>  
- ☐ Click on the blue **Individuals** tab.
- ☐ In the "Miscellaneous" section on the lower right, click on **Request a Letter ID**.
- ☐ On the next screen, enter your social security number, and press **Enter**.
- ☐ Enter your Illinois driver's license number, state ID number, or prior-year adjusted gross income.
- ☐ Click on the blue **Submit** button on the top right.
- ☐ Enter your email address and click **OK**.
- ☐ A confirmation screen will appear, confirming you have completed the process.

### ATTN CORPORATE DONORS:

Please contact  
Rabbi Sammy Joseph,  
STC Coordinator,  
at (773) 465-8889  
ext. 680 or at  
[stc@jdbyyt.org](mailto:stc@jdbyyt.org)



Illinois Department of Revenue  
101 West Jefferson Street  
P.O. Box 19015  
Springfield, Illinois 62794-9015

ELECTRONIC SERVICE REQUESTED

**You will receive your Letter ID  
via mail within 7-10 days.**

The Letter ID comes in a nondescript envelope from the Illinois Department of Revenue. Watch for it in your mailbox!



# STEP 1

## CREATE A MYTAX ILLINOIS ACCOUNT

### PART B: ACCOUNT SETUP

#### HAVE THESE HANDY

- ✓ The Letter ID you received via mail
- ✓ Your Social Security number (SSN)
- ✓ One of the following:
  - Your Illinois driver's license number
  - State ID number
  - Your adjusted gross income (AGI) from last year

- ☐ Now that you have your Letter ID, return to <https://mytax.illinois.gov>
- ☐ Locate the **Login to My Tax Illinois** box on the lower left and click on **Sign Up Now**.
- ☐ Select how you want to activate your account (for example, using your social security number or license number) and fill it in. Hit **Enter**.
- ☐ Select **Yes** to the question: "Are you trying to activate your My Tax Illinois Account for Individual Income Tax?"







- ☐ Once you click **Yes**, the screen will expand with additional fields.
- ☐ Enter your Letter ID. It's located in the middle of the letter you received in the mail and begins with "CNXXX"
- ☐ Below the field where you entered your Letter ID, click on the blue link **Look up my IL-PIN**.
- ☐ On the next screen, fill in your social security number **AND** your driver's license number, state ID number, or prior-year adjusted gross income.
- ☐ Tick the box that says, "I confirm that this information is associated with my Social Security number."
- ☐ Click **Conduct Inquiry**
- ☐ You will see your 8-digit IL-PIN. Write it down. Tap the **X** in the top corner.
- ☐ Fill in your IL-PIN OR Prior Year Adjusted Gross Income.
- ☐ Enter your contact information, choose a username and password, select a security question and answer, and confirm your email and password.

**<< IMPORTANT >>**

Write down your username and password and keep it in a safe place! You'll need it going forward:

USERNAME \_\_\_\_\_ PASSWORD \_\_\_\_\_

- ☐ Scroll up to the **TOP** of the page and click the blue **Submit** button on the right to complete the form.
- ☐ You will see a confirmation page. Print it if you'd like.
- ☐ Click **OK** and you'll be directed back to <https://mytax.illinois.gov>
- ☐ Enter your username and password and click **Log in**.
- ☐ You will be prompted to enter an authorization code. An email was automatically generated with the authorization code and sent to the email address you provided. Enter the authorization code and you will be directed to the landing page of your MyTax Illinois account.



## STEP 2



### IF YOU ALREADY HAVE A MYTAX ILLINOIS ACCOUNT

and skipped down to this section, go to <https://mytax.illinois.gov> and login with your USERNAME and PASSWORD to access your MyTax Illinois homepage.

## RESERVE YOUR TAX CREDIT

### PART A: MAKE YOUR PLEDGE

Now that your MyTax Illinois account is set up and you are on your MyTax homepage, you can reserve your tax credit.

- ☐ On the bottom left under “Accounts,” click on the blue link that reads **Individual** under “Account Type.”
- ☐ On the next screen, on the upper-right hand side, there is a section titled “I Want To.” Click on **Contribute to Invest in Kids**.
- ☐ Tick the acknowledgment checkbox and click **Next**.
- ☐ Under your name and address, fill in Region – Select **Region 1 – Cook County** from the drop-down menu.
- ☐ Fill in the Scholarship Granting Organization – Select **Big Shoulders Fund**.
- ☐ Fill in your pledge amount and re-enter it in the box below.
- ☐ Tick the authorization checkbox and enter your email address.
- ☐ Click the blue **Submit** button on the bottom right.
- ☐ Re-enter your MyTax password and click OK.
- ☐ A confirmation page will appear telling you that your application has been successfully submitted.
- ☐ Click **OK** and you’ll be redirected to your MyTax Illinois account homepage.

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## QUESTIONS?

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Rabbi Sammy Joseph  
STC Coordinator  
(773) 465-8889 ext. 680  
[stc@jdbyytt.org](mailto:stc@jdbyytt.org)



## STEP 2



### PART B: SAVE YOUR CONTRIBUTION AUTHORIZATION CERTIFICATE

- ☐ From your MyTax Illinois account homepage, click on the blue **Correspondence** tab along the bar in the center of the page.
- ☐ Under “Unread Letters” on the right, click on **Invest in Kids Contributn Appl.** This may open a new tab in your browser. If you have pop-ups blocked on your browser, you will need to allow pop-ups for this website.

#### << IMPORTANT >>

If you don't see the “Invest in Kids Contributn Appl.,” click on the “View Letters” tab on the far right.

- ☐ The file should have **2 pages**:
  - ✓ **Page 1** is an approval of your application for a Contribution Authorization Certificate (CAC).
  - ✓ **Page 2** shows your donation details, including authorized contribution amount.
- ☐ Download the file and save it in a place where you'll be able to find it in the future, such as your Desktop.
- ☐ Name it “Contribution Authorization Certificate” or “CAC” with today's date so you can easily identify it.

#### << IMPORTANT >>

You must provide a copy of this certificate to the Scholarship Granting Organization, in this case, Big Shoulders Fund.

You have 60 days from the date you reserved your tax credit to donate up to the authorized contribution amount listed on your Contribution Authorization Certificate.

If your certificate expired, repeat step 2 to create a new one.





# STEP 3

## DONATE THROUGH BIG SHOULDERS FUND

Now that you have reserved your tax credit and saved your Contribution Authorization Certificate, you are ready to donate on the **Big Shoulders Fund** website.



**Big  
Shoulders  
Fund.®**

### WHAT IS BIG SHOULDERS FUND?

For more than 30 years, **Big Shoulders Fund** has supported schools in high-need areas throughout Chicago, providing new opportunities for many deserving families. More recently, **Big Shoulders Fund** was approved by the Illinois Department of Revenue to participate as a **Scholarship Granting Organization (SGO)** for the state's tax credit scholarship program. As an **SGO**, it processes donations and awards scholarships for this program.

Before making a donation on the Big Shoulders Fund website, you must send an email to [sgo@bigshouldersfund.org](mailto:sgo@bigshouldersfund.org) with a copy of your Contribution Authorization Certificate (CAC). The email should include:

- ☐ Subject line – “CAC attached.”
- ☐ Body of the email – this should include mention of the Contribution Authorization Certificate (CAC) you are attaching, the name of the school(s) you are restricting funds to, and the amount you are donating to each school.

**For example:** “Hello, attached is my Contribution Authorization Certificate. Please restrict my donation of \$X to Joan Dachs Bais Yaakov.”

**OR:** “Hello, attached is my Contribution Authorization Certificate. Please designate \$X to Joan Dachs Bais Yaakov, and \$X to X School.”

- ☐ Attachment – a copy of your CAC.

QUESTION?

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Rabbi Sammy Joseph  
STC Coordinator  
(773) 465-8889 ext. 680  
[stc@jdbyytt.org](mailto:stc@jdbyytt.org)



**To ensure your donation reaches Joan Dachs Bais Yaakov, please copy [stc@jdbyytt.org](mailto:stc@jdbyytt.org) on this email.**



## MAKE YOUR ONLINE DONATION:

- ☐ Once you have sent your CAC to Big Shoulders Fund, you can access Big Shoulders Fund's donation page at:  
**<https://bigshouldersfund2.ejoinme.org/taxcredit>**
- ☐ Enter the total donation amount in the box at the top of the form, or click on any of the amounts listed.
- ☐ Click the online convenience fee box. No fee will be charged.
- ☐ If you are an individual, click Individual for type of card owner. If you are an organization, corporation, or trust click Organization.

### << IMPORTANT >>

Only individuals can restrict their donations to particular schools. Although it appears on the form that organizations can restrict their donations, organizations, corporations, and trusts cannot. For more detailed information on how organizations, corporations or trusts can donate, please contact Rabbi Sammy Joseph at [stc@jdbyyt.org](mailto:stc@jdbyyt.org) or (773) 465-8889 ext. 680.

- ☐ Click **Yes** to confirm you have emailed your certificate.
- ☐ Click **No** so you do not remain anonymous, or we will be unable to track your donation and ensure it goes to the school(s) of your choice.
- ☐ Click **Yes** to restrict your donation.
- ☐ Enter the name(s) of the school(s) to which you are restricting your donation, as well as the amount(s) designated for each school. This must match the information you included in your email to **Big Shoulders Fund**. Please spell out "Joan Dachs Bais Yaakov."





- ☐ Click **Yes** to allow **Big Shoulders Fund** to inform the school(s) so they can be sure that they receive your donation.
- ☐ Click on any **Big Shoulders Fund** newsletters you would like to receive.
- ☐ Click **Next**.
- ☐ Complete the payment form. Be sure to electronically sign the form and confirm "I'm not a robot."
- ☐ If you'd like to donate by check or stocks/bonds, contact Rabbi Sammy Joseph at [stc@jdbytt.org](mailto:stc@jdbytt.org) or (773) 465-8889 ext. 680.

**<< IMPORTANT >>**

You have 60 days from the date you reserved your tax credit to donate up to the authorized contribution amount on your Contribution Authorization Certificate. If you pay by check, please allow ample time for mail and processing. If your certificate has expired, repeat step 2 to create a new one.



QUESTIONS?

**YOU HAVE  
COMPLETED  
MAKING YOUR  
DONATION!**

**CONTACT**  
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STC Coordinator  
(773) 465-8889 ext. 680  
[stc@jdbytt.org](mailto:stc@jdbytt.org)





THANK YOU FOR  
YOUR SUPPORT!



## REMINDER:

When you file your IL taxes, you will need a copy of your "Invest in Kids Certificate of Receipt" to claim the tax credit. It should be available on <https://mytax.illinois.gov> 14 days after you make your donation.

To access it, login with your username and password and click the blue **Correspondence** tab. Click **View Letters** in the "Unread Letters" column and select **Invest in Kids Cert. of Receipt**.

**JDBY YTT**  
ישיבת תפארת צבי בית יעקב

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AFFILIATED WITH THE ASSOCIATED TALMUD TORAHS OF CHICAGO. A PARTNER  
WITH THE JEWISH UNITED FUND IN SERVING OUR COMMUNITY.

