



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





WHY GIVE?

STC donations fund need-based scholarships exclusively from dollars donated through this program. These scholarships provide much-needed tuition relief to our JDBY-YTT families. Since the program's inception in 2018, JDBY-YTT has so far awarded over 1,000 life-changing scholarships. For the 23-24 school year, more than 700 eligible students from over 300 families are awaiting funding. Investing your tax dollars into the STC program will help fund a scholarship for the next student in line!

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 6.




SET UP A MYTAX ILLINOIS ACCOUNT

PART A: REQUEST A LETTER ID

HAVE THESE HANDY

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

- Go to <https://mytax.illinois.gov>  **MyTax Illinois**
- On the left side under "Individuals", click **Request a Letter ID**.
- On the next screen, enter your social security number, and press **Enter**.
- Enter your Illinois driver's license number, IL-PIN, or prior-year adjusted gross income.
- Click on the blue **Submit** button on the bottom 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@jdbyytt.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

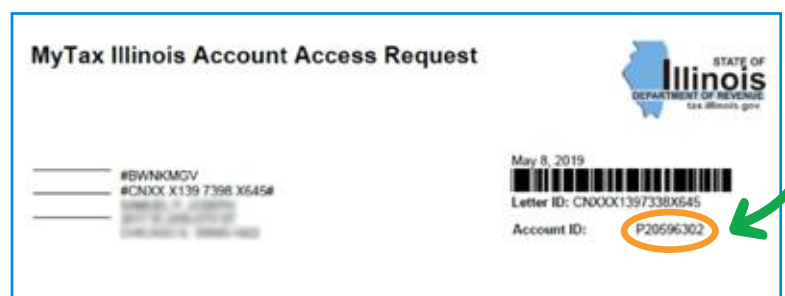
CREATE A MYTAX ILLINOIS ACCOUNT

PART B: ACCOUNT SETUP

HAVE THIS HANDY

- ✓ The Letter ID you received in the mail

- Now that you have your Letter ID, return to <https://mytax.illinois.gov>
- In the top right section under the login fields, click **Sign Up** then **Next**.
- 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”
- On the top right of the Letter ID you received in the mail (“MyTax Illinois Account Access Request”), you’ll see “Account ID”. Your IL-PIN is those 8 digits, not including the P.





STEP 2



IF THIS IS YOUR FIRST TIME LOGGING IN AFTER 9/7/2021 you'll be prompted to set up two-step verification. This is an additional security feature recently added to the MyTax Illinois website.

- 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 _____

- Click the blue **Submit** button in the bottom right corner to complete the form.
- You will see a confirmation pop up informing you that you are the account's primary user. Click **OK**.
- 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>

RESERVE YOUR TAX CREDIT

PART A: LOGGING IN

- On <https://mytax.illinois.gov>, on the top right, enter your username and password and click **Log in**.
- You'll be asked to either use an Authentication App, or receive security codes by Email. If you feel comfortable using an authentication app, feel free to select that option. The following instructions will be for the "Email" option.
- Click **Add Email**.
- Enter your email and click **Save**.
- An email with a six-digit verification code will be sent to the email address you provided. Open that email, and enter the code and click **Confirm**.

STEP 2



RESERVE YOUR TAX CREDIT

PART B: 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 right side of the white “Account” rectangle, click the third link that says **View more account options**.
- On the next screen, on the left side under “Account Options”, click the third link that says **Contribute to Invest in Kids**.
- Tick the acknowledgment checkbox and click **Next**.
- Tick the checkbox for “Invest In Kids Region” 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 “More account options” page.



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STEP

2



PART C: SAVE YOUR CONTRIBUTION AUTHORIZATION CERTIFICATE

- On your MyTax Illinois “More account options” page, on the right side under “Letters and Messages”, click the top link that says **View Account Letters**.
- Under “Letters”, click on the bolded **Invest in Kids Contributn Appl** link.

<< IMPORTANT >>
 If you don't see the “Invest in Kids Contributn Appl”,
 try using the Search function.

- 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 on the right, and your 10-digit certificate number located on the 2nd line on the top left. Keep your certificate number handy, as you'll need it again later.
- 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.



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** with a copy of your Contribution Authorization Certificate (CAC).



To ensure your donation reaches JDBY-YTT, please **cc: stc@jdbyytt.org on this email.**

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 JDBY-YTT.”

OR: “Hello, attached is my Contribution Authorization Certificate. Please designate \$X to JDBY-YTT, and \$X to X School.”

- Attachment** – a copy of your CAC.


QUESTIONS?

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MAKE YOUR ONLINE CREDIT CARD DONATION:

Once you have sent your CAC to Big Shoulders Fund, you can access Big Shoulders Fund's donation page at:

bit.ly/donatebsf



- Select your donation amount or hit 'other' and enter your amount manually.
- Enter your 10-digit certificate number. This is located on the 2nd line of the 2nd page of your CAC, near the top left.
- Select Region 1.
- Select **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 write "JDBY-YTT" to donate to our school. If you're donating to multiple schools, you can write "See email" in this space.
- Click **Yes** to allow **Big Shoulders Fund** to inform the school(s) so they can be sure that they receive your donation.
- Big Shoulders asks a question about a school with no applicants. JDBY-YTT recommends selecting "Yes".
- Click **No** when asked if my gift will be matched unless you know your employer offers a corporate donation matching program. If they do, click Yes and enter the matching organization. If you aren't sure, select No and reach out to Rabbi Sammy Joseph at stc@jdbyytt.org or (773) 465-8889 ext. 680.





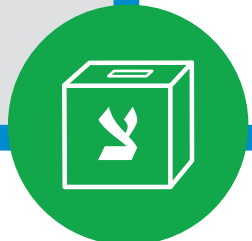
- Click **No** so you do not remain anonymous, or we will be unable to track your donation and ensure it goes to the school(s) of your choice.
- Click on any **Big Shoulders Fund** newsletters you would like to receive.
- Select preferred salutation.
- Complete the Billing and Contact Information and Payment Details using a credit card in the name of individual named on CAC and hit submit. Please note, the additional fee to cover processing is optional.
- If you'd like to donate by check or stocks/bonds, contact Rabbi Sammy Joseph at stc@jdbytt.org or (773) 465-8889 ext. 680.



QUESTIONS?

YOU HAVE COMPLETED MAKING YOUR DONATION!

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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 **View more account options** on the right. Click **View Account Letters** on the right, and select **Invest in Kids Cert of Receipt**.



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