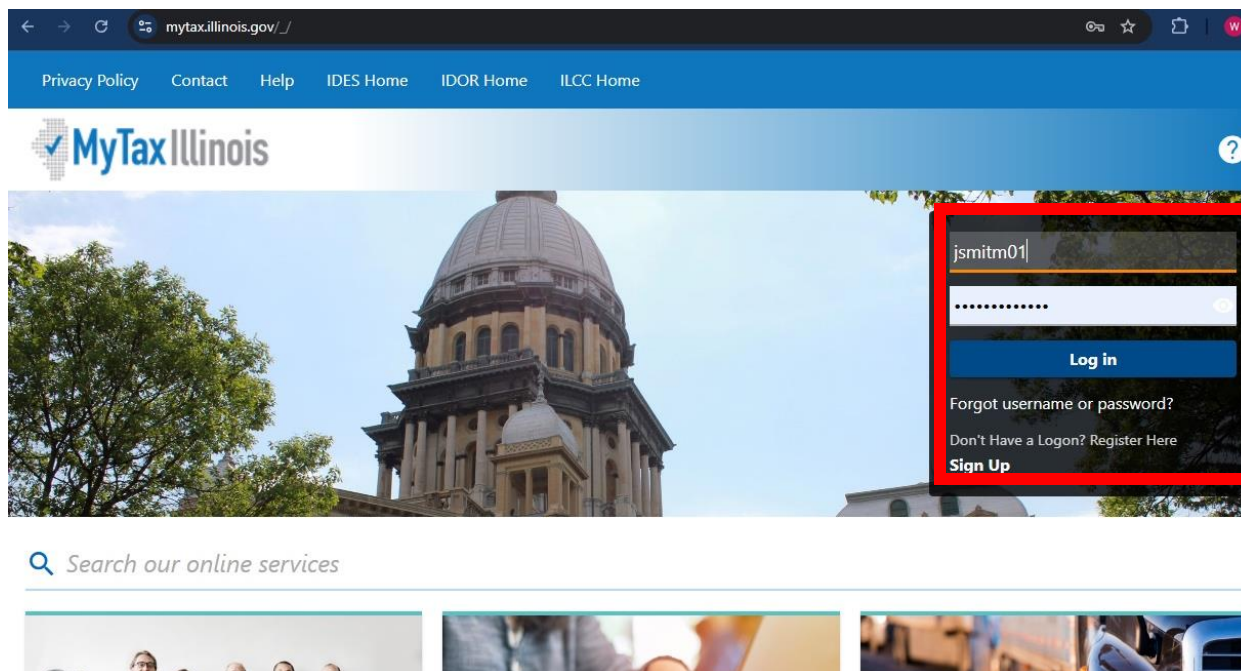
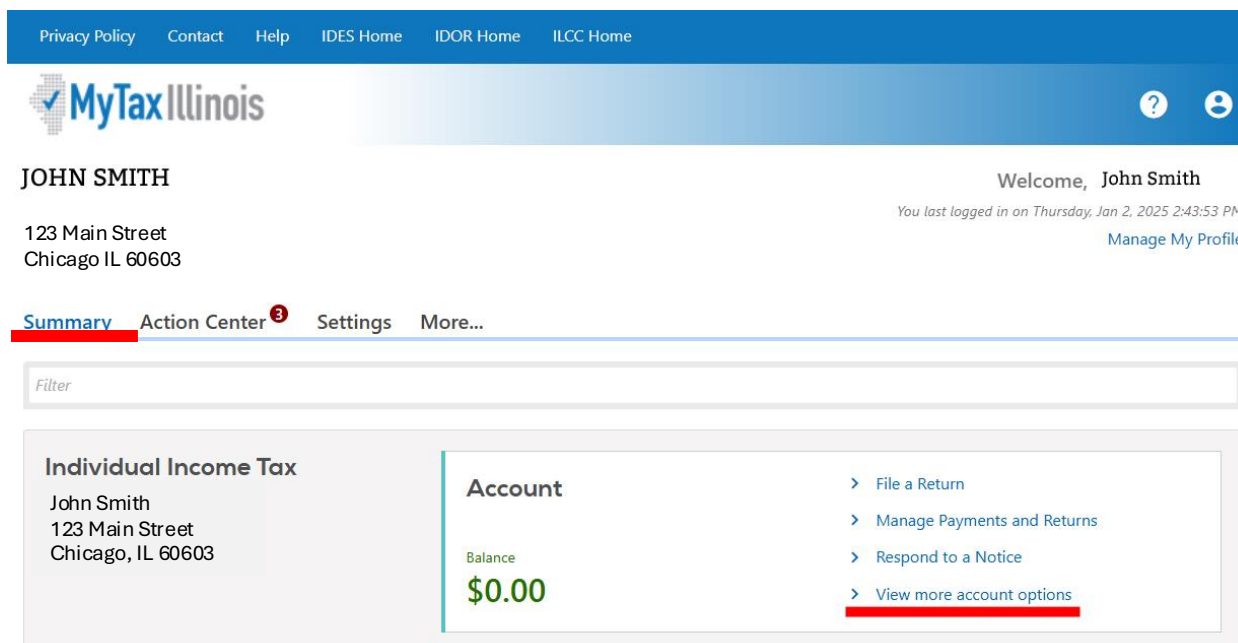


## ILLINOIS GIVES: STEP-BY-STEP DONOR INSTRUCTIONS

**Step 1:** Once you have established your MyTax Illinois login, go to [mytax.illinois.gov](https://mytax.illinois.gov/) and enter your credentials in the top-right hand 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](#)

[< More account options](#)

**Apply for a Contribution Authorization Certificate**  
Individual Income Tax  
John Smith

[Apply for a Contribution Authorization Certificate](#)




[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](#)



[< Previous](#) [Next >](#)

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

Apply for a Contribution Authorization Certificate

✓

Illinois Gives Overview

➤

Contribution

Name and Address

John Smith  
123 Main Street  
Chicago IL 60603

Contribution Details

Choose a Qualified Community Foundation

OAK PARK-RIVER FOREST COMMUNITY FOUNDATION

PEORIA AREA COMMUNITY FOUNDATION

QUAD CITIES COMMUNITY FOUNDATION

SOUTHEASTERN ILLINOIS COMMUNITY FOUNDATION

STARVED ROCK COUNTRY COMMUNITY FOUNDATION

THE CHICAGO COMMUNITY FOUNDATION

THE COMMUNITY FOUNDATION FOR MCHENRY COUNTY

THE COMMUNITY FOUNDATION OF MACON COUNTY

THE COMMUNITY FOUNDATION OF WILL COUNTY

THE DUPAGE COMMUNITY FOUNDATION

the program's limit for tax credits has been reached.

and email address (listed below) to the QCF.

Cancel

< Previous

Submit

Apply for a Contribution Authorization Certificate

✓

Illinois Gives Overview

➤

Contribution

Name and Address

JOHN SMITH  
123 MAIN STREET  
CHICAGO IL 60603

Contribution Details

Choose a Qualified Community Foundation

THE CHICAGO COMMUNITY FOI

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

JSMITH200@gmail.com

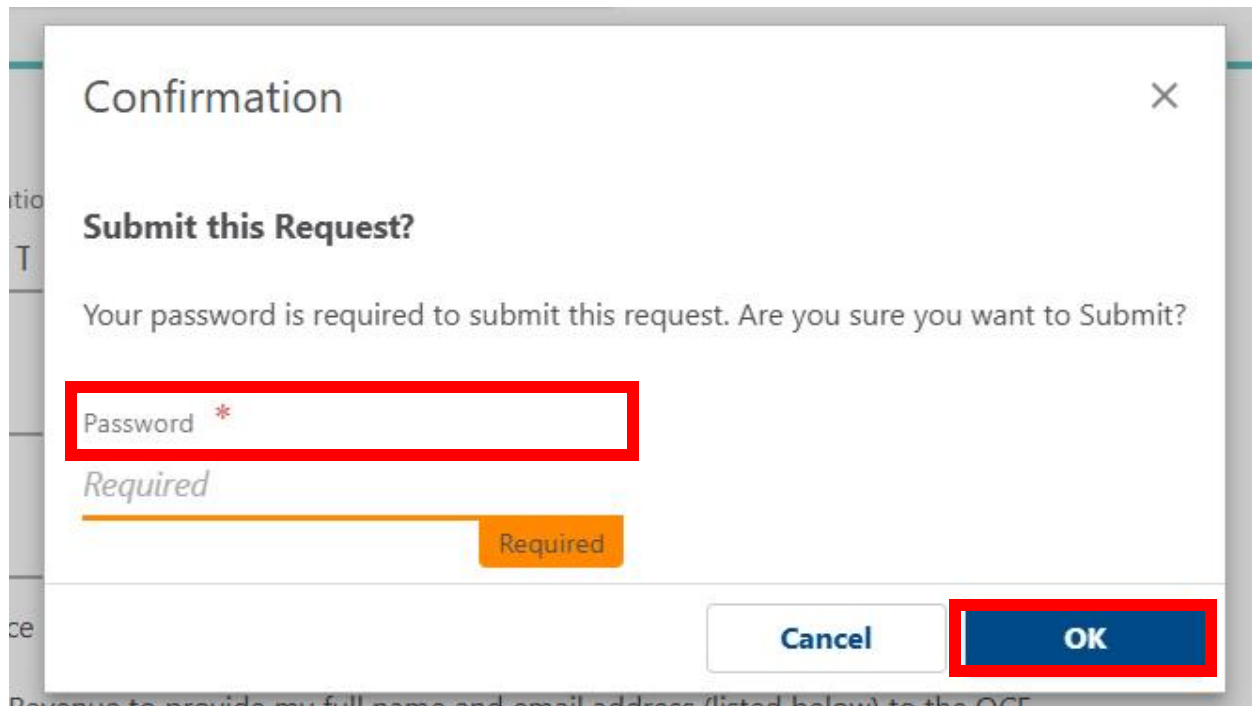
Required

Cancel

< Previous

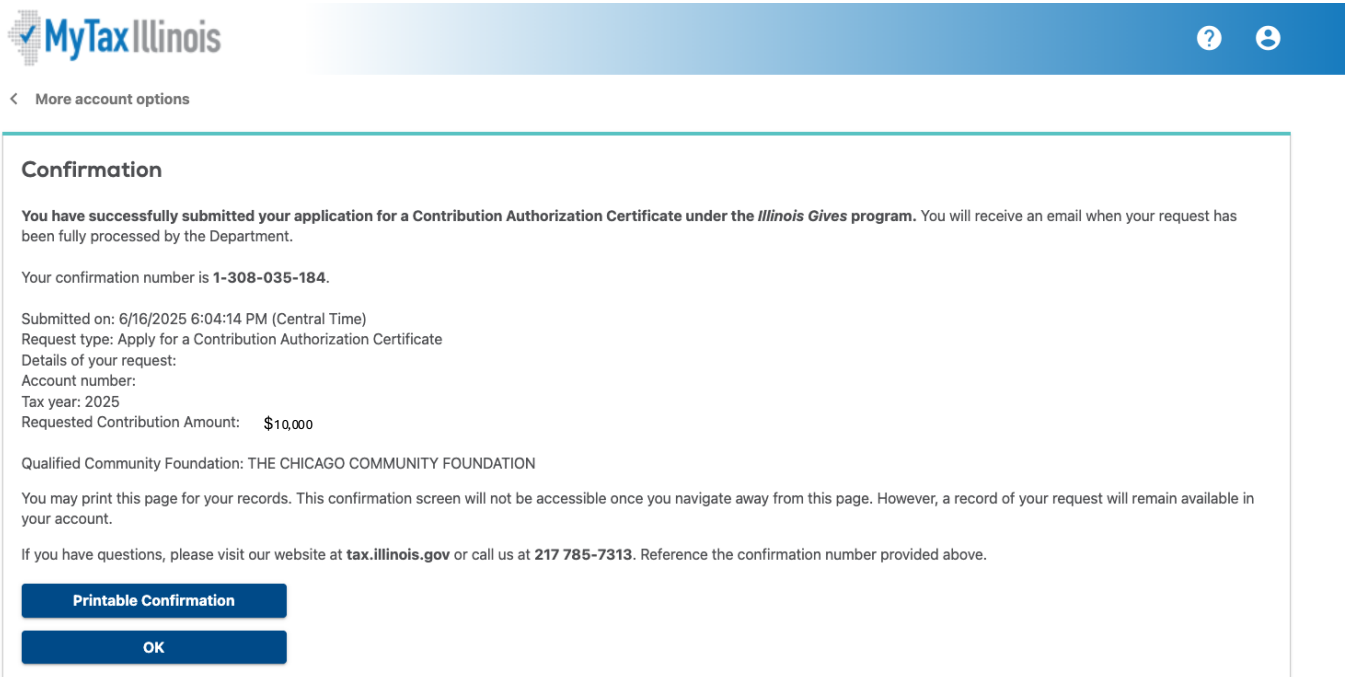
Submit

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



A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The main heading is "Submit this Request?". Below it, a message states: "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 is a progress bar labeled "Required" with an orange bar and a button labeled "Required". At the bottom right, there are two buttons: "Cancel" and "OK", with the "OK" button highlighted by 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 confirmation page features the "MyTaxIllinois" logo at the top left and a blue header bar with a question mark and user icon on the right. A link "More account options" is visible. 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." It also states: "Your confirmation number is 1-308-035-184." Below this, it lists: "Submitted on: 6/16/2025 6:04:14 PM (Central Time)", "Request type: Apply for a Contribution Authorization Certificate", "Details of your request:", "Account number:", "Tax year: 2025", and "Requested Contribution Amount: \$10,000". It identifies the "Qualified Community Foundation: THE CHICAGO COMMUNITY FOUNDATION". A note says: "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." At the bottom, it provides contact information: "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." Two buttons are at the bottom: "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...”

Privacy PolicyContactHelpIDES HomeIDOR HomeILCC Home

?

JOHN SMITH

123 MAIN STREET  
CHICAGO IL 60603

Welcome, John Smith

You last logged in on Thursday, Jan 2, 2025 2:43:53 PM

Manage My Profile

Summary

Action Center3

Settings

More...

Filter

Individual Income Tax

John Smith  
123 Main Street  
Chicago IL 60603

Account

Balance

\$0.00

> File a Return

> Manage Payments and Returns

> Respond to a Notice

> View more account options

**Step 9:** In the “Letters” box, select “View Letters”

Privacy PolicyContactHelpIDES HomeIDOR HomeILCC Home

?

JOHN SMITH

123 MAIN STREET  
CHICAGO IL 60603

Welcome, John Smith

You last logged in on Thursday, Jan 2, 2025 2:43:53 PM

Manage My Profile

Summary

Action Center3

Settings

More...

What are you looking for?

Submissions

Search for a submitted request.

> Search Submissions

Messages

View messages I've received from the agency.

> View Messages

> Manage Email Subscriptions

Letters

View letters I've received from the agency.

> View Letters

Payments and Returns

Manage payments and returns for accounts of this customer.

> Manage Payments and Returns

Names and Addresses

View or update names and addresses associated to this customer.

> Manage Names and Addresses

Access Management

Manage access of accounts I have access to.


> Add Access to an Existing Tax Account

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](#)



< John Smith

Letters

Letters older than 12 months can be found using the search.

John Smith

[Inbox](#) [Archived](#) [Search](#)

Letters

Archive All

Sent	Type	Account	Account ID	Period	
1/2/2025	<a href="#">Contribution Authorization Certificate for Income Tax Credits</a>	Individual Income Tax			<a href="#">Archive</a>
12/19/2024	<a href="#">MyTax Access Request</a>	Individual Income Tax			<a href="#">Archive</a>

1

2

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

47

48

49

50

51

52

53

54

55

56

57

58

59

60

61

62

63

64

65

66

67

68

69

70

71

72

73

74

75

76

77

78

79

80

81

82

83

84

85

86

87

88

89

90

91

92

93

94

95

96

97

98

99

100

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

47

48

49

50

51

52

53

54

55

56

57

58

59

60

61

62

63

64

65

66

67

68

69

70

71

72

73

74

75

76

77

78

79

80

81

82

83

84

85

86

87

88

89

90

91

92

93

94

95

96

97

98

99

100

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

47

48

49

50

51

52

53

54

55

56

57

58

59

60

61

62

63

64

65

66

67

68

69

70

71

72

73

74

75

76

77

78

79

80

81

82

83

84

85

86

87

88

89

90

91

92

93

94

95

96

97

98

99

100

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

47

48

49

50

51

52

53

54

55

56

57

58

59

60

61

62

63

64

65

66

67

68

69

70

71

72

73

74

75

76

77

78

79

80

81

82

83

84

85

86

87

88

89

90

91

92

93

94

95

96

97

98

99

100

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

47

48

49

50

51

52

53

54

55

56

57

58

59

60

61

62

63

64

65

66

67

68

69

70

71

72

73

74

75

76

77

78

79

80

81

82

83

84

85

86

87

88

89

90

91

92

93

94

95

96

97

98

99

100

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

47

48

49

50

51

52

53

54

55

56

57

58

59

60

61

62

63

64

65

66

67

68

69

70

71

72

73

74

75

76

77

78

79

80

81

82

83

84

85

86

87

88

89

90

91

92

93

94

95

96

97

98

99

100

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

47

48

49

50

51

52

53

54

55

56

57

58

59

60

61

62

63

64

65

66

67

68

69

70

71

72

73

74

75

76

77

78

79

80

81

82

83

84

85

86

87

88

89

90

91

92

93

94

95

96

97

98

99

100

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

47

48

49

50

51

52

53

54

55

56

57

58

59

60

61

62

63

64

65

66

67

68

69

70

71

72

73

74

75

76

77

78

79

80

81

82

83

84

85

86

87

88

89

90

91

92

93

94

95

96

97

98

99

100

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

47

48

49

50

51

52

53

54

55

56

57

58

59

60

61

62

63

64

65

66

67

68

69

70

71

72

73

74

75

76

77

78

79

80

81

82

83

84

85

86

87

88

89

90

91

92

93

94

95

96

97

98

99

100

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

47

48

49

50

51

52

53

54

55

56

57

58

59

60

61

62

63

64

65

66

67

68

69

70

71

72

73

74

75

76

77

78

79

80

81

82

83

84

85

86

87

88

89

90

91

92

93

94

95

96

97

98

99

100

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

47

48

49

50

51

52

53

54

55

56

57

58

59

60

61

62

63

64

65

66

67

68

69

70

71

72

73

74

75

76

77

78

79

80

81

82

83

84

85

86

87

88

89

90

91

92

93

94

95

96

97

98

99

100

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

47

48

49

50

51

52

53

54

55

56

57

58

59

60

61

62

63

64

65

66

67

68

69

70

71

72

73

74

75

76

7