



Tax Credit Scholarship Program MyTax.Illinois.Gov – Request Letter ID

The CPSA Tax Credit Scholarship Program (TCS) will help low income students receive a quality 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. **Please contact Br Mohamad Abdallah from the CPSA TCS team at (708) 890-7850 or mohamadabdallah@uchicago.edu if you have any questions or need any assistance in applying for this program.**

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)

MyTax Illinois | IDOR Home | IDES Home | Help | Contact | Privacy Policy

Menu Login

LOGIN INDIVIDUALS BUSINESSES IFTA REGISTRATION

Quick Links (No login needed)

Start your IL-1040

Make an Individual Income Tax payment

Retrieve a return, application, or payment

Login to MyTax Illinois

Username Forgot?

Password Forgot?

Not already signed up?

Sign up Now! Log In

Authentication Guide for activating a MyTax Illinois account

WARNING: As a security feature, this application will timeout after 30 minutes of inactivity. Your information will NOT be saved after the timeout. We will be performing scheduled maintenance each Sunday between the hours of 3:00 AM and 6:00 AM CST. You may experience slow response times while accessing the site while maintenance is being performed.

Forms filed using this website are authorized as outlined under the tax or fee Act imposing the tax or fee for which the form is filed. Disclosure of the information is required. Failure to provide information may result in the form not being processed and may result in a penalty.

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Photo courtesy of Illinois Historical Preservation Agency

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

LOGIN INDIVIDUALS BUSINESSES IFTA REGISTRATION

INDIVIDUALS

If you already have a MyTax Illinois account, [you may login here.](#)

Non-login Return Filing

- File an original return (IL-1040)
- Retrieve a saved or submitted Form IL-1040

Payments

- Make an IL-1040, IL-1040-ES, or IL-505-I payment
- Look up my estimated / extension payments

Inquiries

- Where's my refund?
- Look up my Form 1099-G
- IL-PIN Inquiry

Miscellaneous

- [Request a Letter ID](#)
- File a Use Tax Return (Form ST-44)
- File a Cigarette Use Tax Return (Form RC-44)
- Re-print my Basset Card
- File a Liquor Control Commission complaint

Tax Credit Scholarship Program

MyTax.Illinois.Gov — Request Letter ID

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: IDOR Home, IDES Home, Help, Contact, and Privacy Policy. The breadcrumb trail is: Menu > Login > Individuals > Request. There are 'Submit' and 'Cancel' buttons in the top right. The form title is 'IIT Letter ID Request'. Below the title is a paragraph of instructions: 'Complete the information below to request your Letter ID and click submit. The Department will send a notice with your Letter ID to the address filed on your most currently filed IL-1040 tax return. If your address has changed since filing your return and has not been updated with the Department, you will not be able to create a MyTax Illinois account using the "Request a Letter ID" option. If you want to file your IL-1040 using MyTax Illinois, you can file here.' A note follows: '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: A text input field with the placeholder '***-**-8346'. 2. Please enter ONE of the following: A list of four radio button options: IL-PIN, Prior Year Adjusted Gross Income, Illinois Drivers License Number (which is selected), and Illinois State Identification Number. A yellow 'Required' tooltip is positioned over the 'Illinois Drivers License Number' option, and another yellow tooltip is positioned over the 'Illinois State Identification Number' option, displaying the 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 Step 3, but with a modal dialog box open over it. 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. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

The screenshot shows the 'Confirmation' page on the MyTax Illinois website. The breadcrumb trail is: Menu > Login > Individuals > Request > Confirmation. The page title is 'Confirmation'. The main content area contains the following text: 'Congratulations! You have submitted your Letter ID request. Please note that your request will be processed and you will receive your Letter ID Service 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 if you do not have a record of this request.' 'If you have questions, please visit our website at tax.illinois.gov or call us at 1 800 732-7273'. At the bottom of the page are two buttons: 'Printable Confirmation' and 'OK'.

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.