ARCHDIOCESE OF CHICAGO

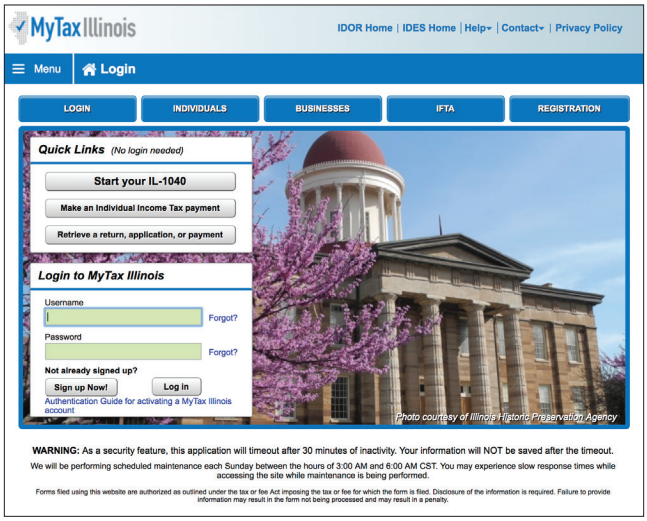
Tax Credit Scholarship Program

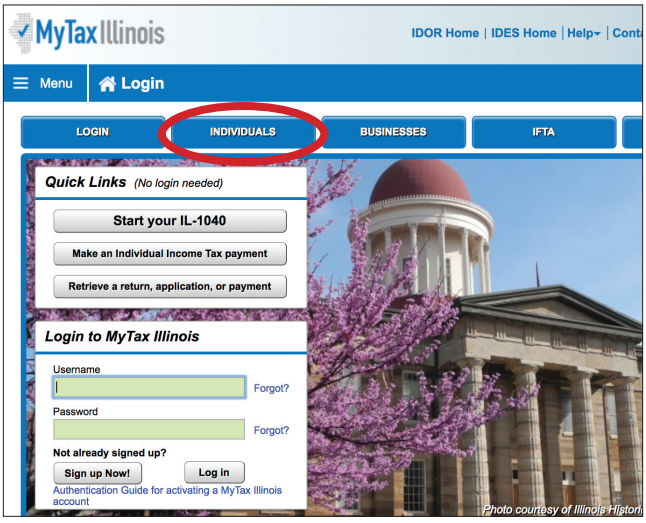
MyTax.Illinois.Gov — Request Letter ID

The Tax Credit Scholarship Program (TCS) will help low income students receive a quality Catholic 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 the TCS team at 312.534.2617 or **tcs@archchicago.org** for assistance.

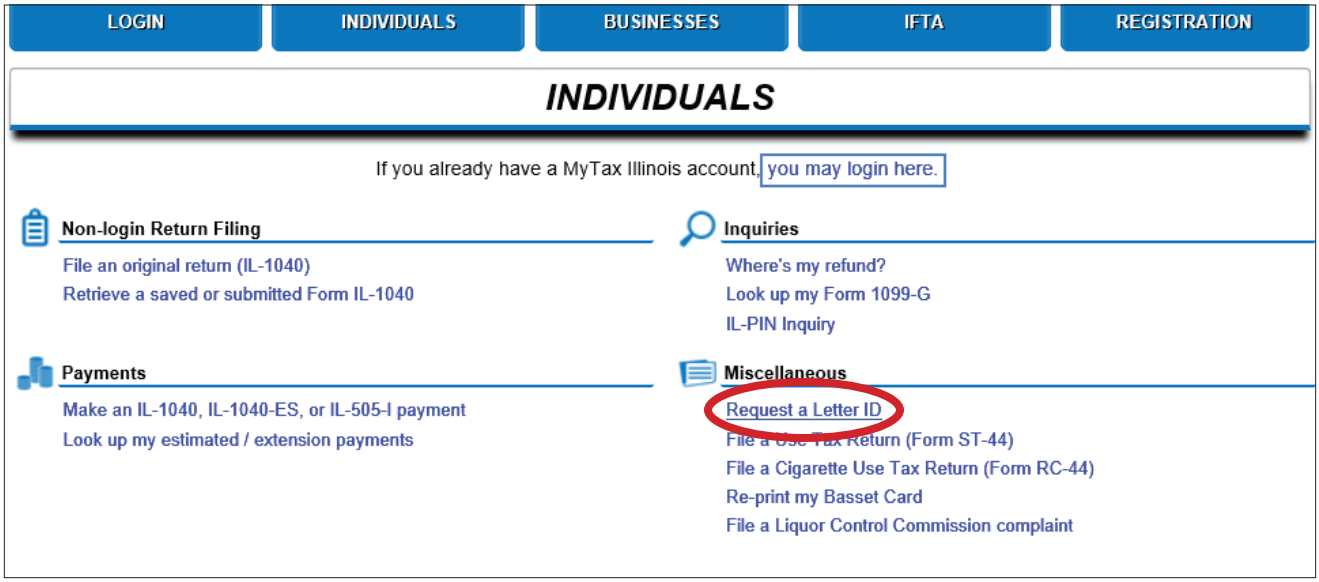
STEP 1: Log on to **mytax.illinois.gov**

- 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)

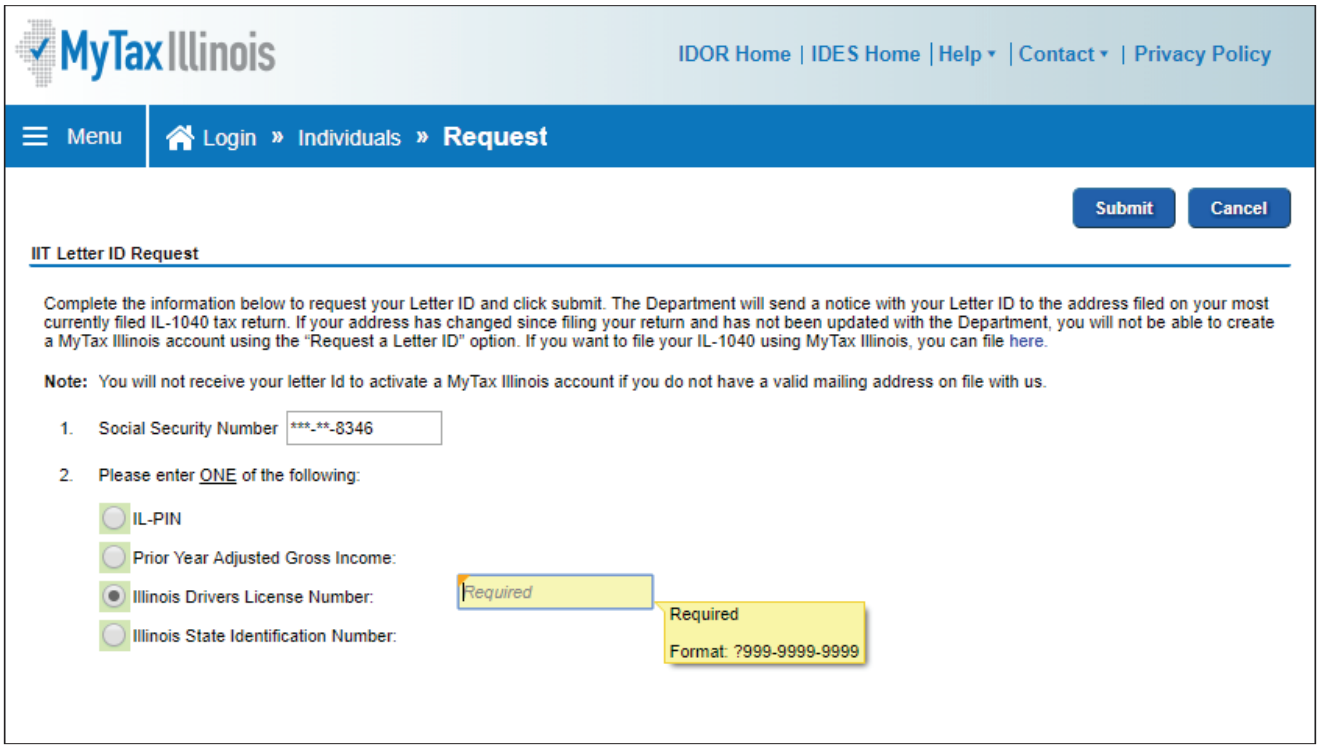




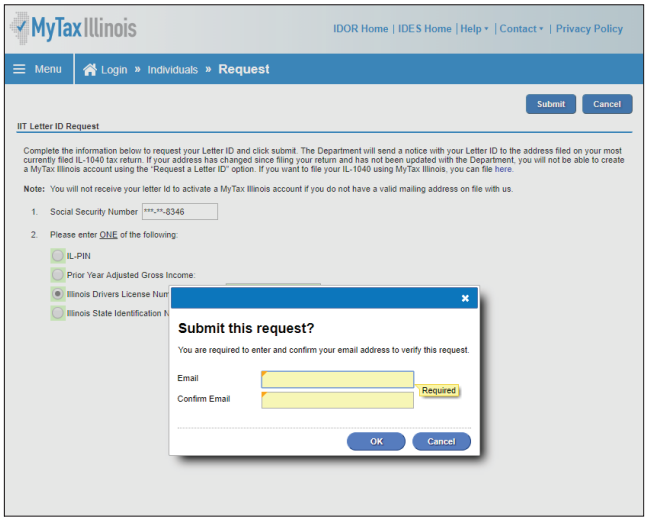
STEP 2: Click on "Request a Letter ID"; the first link in the "Miscellaneous Section"

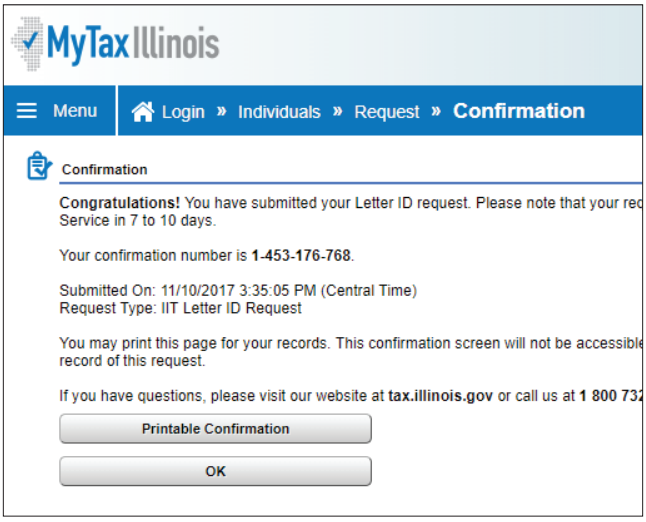


STEP 3: Enter your Social Security Number and one of the following: an IL-PIN, 2016 Adjusted Gross Income, IL Driver's License Number, or IL State Identification Number.



STEP 4: Click 'Submit' and enter and confirm your email address; then click 'ok' to submit and receive your confirmation.





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.