GUIDE FOR CONTRIBUTING TO THE <u>CHILDREN'S TUITION FUND</u>

#1—Activate your MyTax Illinois Account.
- Go to **https://mytax.illinois.gov**
- <Select> "Individual" (towards the top of the page)
- <Select> "Request a Letter ID" (under *Miscellaneous* on right side of the page);
  - o Enter Social Security #, driver's license #, and email address.
- You will receive a confirmation email and, within a few days, a mailed letter containing your My Tax Illinois ID #.

#2—Create your account with your MyTax Illinois ID # and PIN.
- Go to **https://mytax.illinois.gov**
- <Select> "sign up now" (under Login Now)
  - o Create an account with a User Name and Password.
    - ▪ You will need the ID # from the mailed letter, a Social Security #, other personal information, and a PIN.
      - To get the PIN: <Select> "*Look up my pin*".

#3—Make your contribution to the <u>Children's Tuition Fund</u>. PLEASE READ THIS ENTIRE STEP BEFORE PROCEEDING!
- Login to your MyTax Illinois Account to receive the required authorization certificate that <u>Children's Tuition Fund</u> needs for you to contribute to our region.
- On the Home Page, under Accounts
  - o <Select> "Individual"
  - o <Select> link "Contribute to Invest in Kids" (on the right side under "*I Want To*")
  - o Enter the information requested. We are REGION 2. Our scholarship granting organization is CHILDREN'S TUITION FUND OF ILLINOIS. Enter contribution amount and confirmation.
  - o You should save or print out the application confirmation page. You will be sent an email when your certificate is approved, which is usually within a few minutes.
  - o Click on the *Correspondence* tab. Under *Unread Letters*, you will find your "Invest in Kids Contribution Application" which you should download and save on your computer (or print to a pdf). The second page of that application contains your authorization certificate which you need for step #4.

#4—Designate Wheaton Christian Grammar School for your donation following the steps below:
- Go to the website **https://acsi.formstack.com/forms/ctf_donation_form**
- Fill out your personal information
- <Select> Children's Tuition Fund of IL (under *"Specify Your Contribution"*)
- When asked to *"Choose File",* attach the authorization certificate file saved in step #3.
- <Select> "Individual" as *Contribution Type*
- <Select> "Designated School" as your *Preferred Method of Funding*
- <Select> Wheaton Christian Grammar school (*in the drop down box*)
- Enter contribution amount, and method of payment under Contribution Details.