

Steps to Donate to Westlake Christian Academy via the IL Invest in Kids Act and Receive a 75% Credit on your Illinois Tax Return



1. Request a Letter Id. (*Most people don't have a mytax.illinois account already; if you do already have an account, skip to step 3.*)
 - a. Go to <https://mytax.illinois.gov/> .
 - b. Select "Individuals".
 - c. Select "Request a Letter Id".
 - d. Enter SSN of primary taxpayer and their driver's license number.
 - e. Wait 7-10 days; Letter Id will be mailed to address on your last tax return.
2. Setup a mytax.illinois.gov account using your Letter Id.
3. Request a "Contribution Authorization Certificate" from your mytax.illinois account.
 - a. Login to your mytax.illinois account.
 - b. Select the "Individual" blue link.
 - c. Select "Contribute to Invest in Kids"
 - d. Enter your planned contribution amount. (Westlake is in Region 2, and the Scholarship Granting Organization is "Children's Tuition Fund of IL".)
 - e. Wait 1-3 days to get the soft copy of the certificate.
4. Donate!
 - a. Go to <https://childrenstuitionfund.org/contribute/>.
 - b. Fill out the donation form
 - c. Designate Westlake Christian Academy as the preferred school.
 - d. Attach the Contribution Authorization Certificate (pdf file) to the donation form.
5. Claim the Credit
 - a. Receive email notification from mytax.illinois that your "Certificate of Receipt" is available within your mytax.illinois account.
 - b. Login to your mytax.illinois account.
 - c. Click on the "Correspondence" tab to view and print a copy of your Certificate of Receipt/COR.

Claim the credit on your IL tax return (IL 1040) for the tax year the donation was made by completing Schedule 1299-C, Step 3. The Credit Code (Column B) for Invest in Kids is "5660". The Identifying Number (Column D) is the certificate number located on your COR.

If you need assistance, please reach out to our Business Manager, Claudette Gearhart (847-548-6209, ext 2004, cgearhart@westlakechristian.org)