



Children's Tuition Fund

Illinois Contributor Timeline

1. Request a "Letter ID" through mytax.illinois.gov (15 minutes)
 - a. Click on "Individuals"
 - b. Under "Miscellaneous," click on "Request Letter ID"
2. Receive your Letter ID via USPS (7-10 days)

Once you receive your letter ID in the mail, move to step 3.

3. Allocate a contribution (15-30 minutes)
 - a. Log on to mytax.illinois.gov or create a log in if you do not have one.
 - b. Select Individual > Contribute to Invest in Kids > Next
 - c. Choose a region
 - d. Select "Children's Tuition Fund of Illinois" as the Scholarship Granting Organization
 - e. Enter your pledge amount
 - f. Confirm and submit
4. Under "Correspondence" open your "Invest in Kids Contributn Appt" (this will appear shortly after you complete step 3.) (15-30 minutes)
5. **Save your certificate! You will need this for steps further on in the process.** (5-10 minutes)
6. When you are ready to make your contribution, go to childrenstuitionfund.org and select "Contribute" to process your payment (15-30 minutes)
 - a. Enter your information, and direct your contribution to "Children's Tuition Fund of IL"
 - b. Select "Designated School" to contribute to a specific school (only available for individual contributions)
 - c. Attach your certificate from step 5
 - d. Select and complete your payment method
 - e. Submit

Once CTF receives your contribution, we will process it with the state, and you will receive another certificate you can use to file your state income tax. Processing times vary depending on the method of contribution and the state (anywhere from 2-10 business days.)