

Accessing MyTax.Illinois.gov Securing a Letter ID

Getting on MyTax.Illinois is a two step process. To obtain access to an Individual Income Tax account through MyTax Illinois, you are required to have a Letter ID. The second step is to create a username and password to log on to MyTax.Illinois

What is a Letter ID? A letter ID is a unique set of letters and numbers used to identify each letter issued by the Ill Department of Revenue. If you do not have one you can request that a letterID be mailed to you using the "Request a Letter ID" link:

<https://mytax.illinois.gov/#2> Click "Individuals" then "Request a Letter ID" under Miscellaneous on the right to bring up the following screen:

The screenshot shows the 'Request a Letter ID' form on the MyTax Illinois website. The 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'. The instructions state: '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 first required field is '1. Social Security Number', which is highlighted with a yellow box. To its right, a yellow box contains the text 'Required' and 'Format: 999-99-9999'.

Enter your social security number, then click "Submit"

This screenshot shows the same 'Request a Letter ID' form, but after the Social Security Number field has been filled. The 'Social Security Number' field now contains '***-**-****'. The second step is labeled '2. Please enter ONE of the following:'. There are four radio button options: 'IL-PIN' (which is selected and highlighted with a yellow box and labeled 'Required'), 'Prior Year Adjusted Gross Income:', 'Illinois Drivers License Number:', and 'Illinois State Identification Number:'.

Drivers License Number would be the easiest. Then click submit.

You will then be prompted to enter your email address:

The screenshot shows the 'MyTax Illinois' website's 'Request' page. A modal dialog titled 'Submit this request?' is open, asking for email verification. The background page shows a form for an 'IIT Letter ID Request' with fields for Social Security Number and a selection of identification types (IL-PIN, Prior Year Adjusted Gross Income, Illinois Drivers License Number, Illinois State Identification Number). The modal dialog has fields for 'Email' and 'Confirm Email', both marked as 'Required'. Buttons for 'Submit' and 'Cancel' are at the top right of the page, and 'OK' and 'Cancel' are at the bottom of the modal.

Click ok. Next comes the confirmation screen:

The screenshot shows the 'Confirmation' page on the 'MyTax Illinois' website. It displays a message: 'Congratulations! You have submitted your Letter ID request. Please note that your request may take several days to process. You should receive your letter by U.S. Postal Service in 7 to 10 days.' It also provides a confirmation number: '1-372-379-168'. Below this, it shows the submission date and time: 'Submitted On: 12/6/2017 2:53:24 PM (Central Time)' and the request type: 'Request Type: IIT Letter ID Request'. At the bottom, there is a 'Printable Confirmation' button and an 'OK' button.

Your Letter ID will be mailed to you. Once you receive it, you can create a username and password and log on to MyTax.Illinois