

**Section 1000.500 Scholarship Granting Organizations: Issuance of Certificates of Receipt
EMERGENCY**

- a) *No scholarship granting organization shall issue a certificate of receipt for any qualified contribution made by a taxpayer under the Act unless that scholarship granting organization has been approved to issue certificates of receipt pursuant to Section 15 of the Act. See Section 1000.300.*
- b) *No scholarship granting organization shall issue a certificate of receipt for a contribution made by a taxpayer unless the taxpayer has been issued a contribution authorization certificate by the Department.*
- c) *If a taxpayer makes a contribution to a scholarship granting organization on or before the date by which the authorized contribution is required to be made (see Section 1000.400(h)(2)), the scholarship granting organization shall, within 30 days of receipt of the authorized contribution, issue to the taxpayer a written certificate of receipt. Upon the issuance of a certificate of receipt, the issuing scholarship granting organization shall, within 10 days after issuing the certificate of receipt, provide the Department with notification of the issuance of such certificate. SGOs shall issue CORs to taxpayers by means of electronically completing a COR on the Department's website, but only after payment is confirmed (e.g., the payment has cleared). Online completion of the COR on the Department's website satisfies both the requirement to issue the COR to the taxpayer and to provide the Department with notification of the issuance of the COR.*
- d) *Each certificate of receipt shall state:*
 - 1) *the name and address of the issuing scholarship granting organization;*
 - 2) *the taxpayer's name and address;*
 - 3) *the date of each qualified contribution;*
 - 4) *the amount of each qualified contribution;*
 - 5) *the total qualified contribution amount;*
 - 6) *the unique identifier for the CAC provided to the SGO for the qualified contribution; and*
 - 7) *the region for which the COR is issued.*
- e) *The notification to the Department shall include:*

- 1) *the taxpayer's name and address;*
 - 2) *the date of the issuance of a certificate of receipt;*
 - 3) *the date or dates on which the qualified contribution was made and the amounts contributed on such dates;*
 - 4) *the total qualified contribution listed on such certificates;*
 - 5) *the issuing scholarship granting organization's name and address;*
 - 6) the unique identifier for the CAC provided to the SGO for the qualified contribution; and
 - 7) the region for which the COR was issued.
- f) *If a taxpayer fails to make all or a portion of an authorized contribution on or before the date by which such authorized contribution is required to be made (see Section 1000.400(h)(2)), the taxpayer shall not be entitled to a certificate of receipt for that portion of the authorized contribution not made. In other words, each COR issued by an SGO may only be issued in the amount of the authorized contribution actually made by the taxpayer on or before the 60-day deadline.*
- Example: A CAC in the amount of \$1000 is issued by the Department to the taxpayer on January 20. The taxpayer has 60 days from the date of the CAC to make the authorized contribution. On January 21 the taxpayer sends the CAC and a check in the amount of \$500 to an SGO. The SGO receives the check on January 23. The SGO must provide a COR to the taxpayer in the amount of \$500 no later than February 22. On February 25 the taxpayer sends a check in the amount of \$250 to the same SGO. The SGO receives the check on February 27. The SGO must provide a COR to the taxpayer in the amount of \$250 no later than March 29. On March 23 the taxpayer sends a check in the amount of \$250 to the SGO. The SGO cannot issue the taxpayer a COR for the \$250 payment because the payment was made more than 60 days after the issuance of the CAC.
- g) *Any portion of a contribution that a taxpayer fails to make by the date indicated on the contribution authorization certificate shall no longer be deducted from the caps prescribed in Section 10 of the Act. See Section 1000.200. The Department will restore the amounts previously deducted after the last date has passed by which the SGO must notify the Department of the issuance of the COR for any given CAC. [35 ILCS 40/30]*