



## Step-by-Step Guide to Make Your Tax Credit Gift C Corporations

### Part 1: Create a My Alabama Taxes Account

You must first register your entity with the online portal of The Alabama Department of Revenue called My Alabama Taxes (MAT). Go to [myalabamataxes.alabama.gov](https://myalabamataxes.alabama.gov) to do so.

*\*You may skip this step and go to Part 2 if your entity is already registered.*

### Part 2: Registering your Donation

To claim your tax credit, you will be using the My Alabama Taxes (MAT) portal on the Alabama Department of Revenue website.

#### Step 1:

Go to [myalabamataxes.alabama.gov](https://myalabamataxes.alabama.gov), and sign in. You may be prompted to enter a Security Code to verify your identity.

#### Step 2:

On your home screen, you will see a *Tax incentives* box. Choose the 3rd link: *“Report a donation to an SGO (Scholarship Granting Organization)”*

#### Step 3:

Enter the following information:

- a. Entity Name
- b. Address
  - Select *“Click here to enter your address.”* Fill out the Address Line 1, City, State and ZIP.
  - Then, select *“Click Here to Verify.”* Chose the *“Verified”* option by clicking *“Select this address”* on the right side of your screen. If successful, you will now have a green check and *“Verified”* at the bottom of the box. Click *Save*.
- c. Phone Number
- d. SGO Name: This will be a drop-down box. Please select the last option: **SCHOLARSHIPS FOR KIDS, INC.**
- e. Donation Amount
- f. Donation Date

Click *Next*.

#### **Step 4:**

Write a check for your exact donation amount made out to **Scholarships for Kids, with a note saying you are a friend of Cornerstone**. Although donations cannot be restricted to a specific school, a note will help ensure Cornerstone students receive the scholarships they need.

Mail your check within 30 days, or if possible, the same day to:

Scholarships for Kids, Inc.

P.O. Box 10204

Birmingham, AL 35202

#### **Important notes about checks:**

Checks must be for the same amount as the donation amount entered on MAT and must be written from the entity account.

#### **Tax Receipts:**

Once Scholarships for Kids receives and processes your check, they will verify your tax credit on the ADOR website and send you a receipt. After your donation is verified, the Department of Revenue will send you a separate Alabama Tax Credit Receipt.