



Step-by-Step Guide to Make Your Tax Credit Gift

Part 1: Create a My Alabama Taxes Account

If this is your first time to claim an income tax credit, you will need to create a My Alabama Taxes (MAT) account through the Alabama Department of Revenue website.

<https://myalabamataxes.alabama.gov/>

*You may skip this step and login if you have claimed tax credits in the past.

To set up a MAT account, you will need:

- Your social security number
- Your Alabama Adjusted Gross Income (AGI) from your previous year's state tax return. Your federal AGI will not work.

Step 1:

Go to myalabamataxes.alabama.gov and click *Don't have a logon? Register here*

Step 2:

From the drop-down box, scroll down to choose *Individual Income Tax* and enter your social security number, your last name, and your previous year's Alabama AGI. Click *Next*.

Step 3:

Choose a username, password, secret question and secret answer.

Note: Please record your username and password somewhere safe. You will need this again next year and Scholarships for Kids has no way to retrieve lost passwords.

Step 4:

Enter your personal contact information.

Step 5:

Determine whether or not to allow others to access your accounts. If you use a CPA or professional accounting firm, you may want to allow them access to your account.

Step 6:

Before you leave the final screen, we suggest printing the final confirmation screen with your login details. You will receive an email or text with an Authorization Code that you will need the first time you log into the MAT system.

Part 2: Registering your Donation

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

Step 1:

Go to myalabamataxes.alabama.gov. Sign in using your personal username and password. You will be prompted to enter the Authorization Code that you received in order to sign in.

Step 2:

Once you are signed in, click on *Report a donation to an SGO* from the menu on the right-hand side of the page under the I Want To section.

Step 3:

Enter your personal information (home address, email and telephone number) and select *Scholarships for Kids* from the drop-down list under SGO Name. Make sure to enter the exact dollar amount of your donation. Click *Next*.

Step 4:

Print your confirmation screen. Mail your check the same day, if possible, to this address:

Scholarships for Kids, Inc.

P.O. Box 10204

Birmingham, AL 35202

Please include a note with your check expressing your support of Cornerstone. Although donations cannot be restricted to one school or another, a note will help assure that our students receive the scholarships they need.

Important notes about checks:

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

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.

In all cases, please consult with your tax advisor. If you have questions or need assistance making your gift, please contact Mary Claire McDougald at (205)769-0278 or mcmcdougald@csalabama.org.

Thank you!