



## Step-by-Step Guide to Make Your Tax Credit Gift: Individuals

### **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.

*\*You may skip this step and login if you have already registered.*

#### **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](https://myalabamataxes.alabama.gov) and click **Create a My Alabama Taxes** account in the **Sign In** box.

#### **Step 2:**

From the drop-down box, select 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, password recovery question and answer. Click Next. Note: Please record your username and password somewhere safe. You will need this again next year, and we are unable to retrieve lost passwords.

#### **Step 4:**

Enter your personal contact information. Click Submit.

#### **Step 5:**

Before you leave the final screen, we suggest printing the final confirmation screen with your login details.

### **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). Sign in with your username and password. You may be prompted to enter a Security Code to verify your identity.

### **Step 2:**

On your home screen, under the Individual Income Tax section, you will see a Tax incentives box. Choose ***Manage Tax Incentives***.

### **Step 3:**

Select ***Report a Donation to an SGO (Scholarship Granting Organization)*** in the ***Scholarship Granting Organization Credit*** box.

### **Step 4:**

Enter the following information:

- a. Donor Name
- b. Address
  - o Select *"Click here to enter your address."* Fill out the Address Line 1, City, State and ZIP.
  - o 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. Email
- e. SGO Name: This will be a drop-down box. Please select the last option:  
**SCHOLARSHIPS FOR KIDS, INC.**
- f. Donation Date
- g. Donation Amount
- h. Click ***Next***
- i. Check the agreement box and then click ***Submit***

### **Step 5:**

Write a check for your exact donation amount **made out to Scholarships for Kids**. Include 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:

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 your personal 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.