



PART I

Create a My Alabama Taxes Account

You must first register your entity with The Alabama Department of Revenue through My Alabama Taxes (MAT). Visit MyAlabamaTaxes.Alabama.gov to complete this process. *You may skip this step and login if you have already registered your entity.*

PART II

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.

1. Visit MyAlabamaTaxes.Alabama.gov. Sign in with your username and password. (*You may be prompted to enter a Security Code to verify your identity.*)
2. On your home screen, you will see a **Tax Incentives** box. Choose **Manage Tax Incentives**.
3. Select **Report a Donation to an SGO** (Scholarship Granting Organization) in the **Scholarship Granting Organization Credit** box.
4. Enter the following information:
 - a. Entity Name
 - b. Address
 - i. Select **Click here to enter your address**. Fill out the Address Line 1, City, State, and ZIP.
 - ii. Select **Verify Address**. Select your preferred address, and click **Ok**. 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: Select **SCHOLARSHIPS FOR KIDS, INC.** from the dropdown menu.
 - f. Donation Date
 - g. Donation Amount
 - h. Click **Next**. Check the agreement box, and click **Submit**.
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.
6. Mail your check within 30 days, or if possible, the same day:
Scholarships for Kids, Inc.
P.O. Box 10204
Birmingham, AL 35202

Important Note: Checks must be for the same amount as the donation amount entered on MAT and must be written from your 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.