



PART I

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. To setup up your MAT account, you will need your **social security number** and your **Alabama Adjusted Gross Income (AGI)** from your previous year's state tax return. (Your federal AGI will not work.)

1. Visit MyAlabamaTaxes.Alabama.gov. Click **Create a My Alabama Taxes** account in the Sign-in box.
2. Enter your contact information. Follow the prompts to verify your email address.
3. Set your password, secondary security option, security question, and answer. (*Note: Please record your username and password somewhere safe. You will need this again next year, and we are unable to retrieve lost passwords.*)
4. When you are redirected to your account page, click **Access Existing Tax Accounts**. Select **Individual Income Tax** and enter your social security number, last name, and previous year's Alabama AGI.
5. Click **Submit**.
6. Before you leave the final screen, print the final confirmation screen with your login details.

PART II

Register Your Donation

To claim your tax credit, you will use 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, under the Individual Income Tax section, 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. Donor Name
 - b. Address
 - i. Select **Click here to enter your address**. Fill out the Address Line 1, City, State, and ZIP.
 - ii. Select **Verify**. 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 then 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 our 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 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.