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 to do so.

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

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. 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, 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. Entity 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 were motivated by Lincoln Academy.**

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 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.