

## **Part 1: Creating my Alabama Taxes Account**

If this is your first time claiming 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 claimed tax credits in the past.*

To set up a 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.

**Step 1:** Go to [myalabamataxes.alabama.gov](http://myalabamataxes.alabama.gov) and click Create a My Alabama Taxes account in the Sign in to MAT 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, a password, and your password recovery question. Click Next.

**Step 4:** Enter your personal contact information. Click Submit.

## **Part 2: Registering Your Donation**

### **Step 1: Report A Donation**

Once signed in, scroll down until you see the "Tax Incentives" section. Then, click "Manage Tax Incentives". Now, your screen should show you an option for "Scholarship Granting Organization Tax Credit". Then you will click "Report a donation to an SGO" to make your reservation.

### **Step 2: Choosing the SGO**

Enter your personal information, reservation amount, and select "Scholarships for Kids, Inc." from the "SGO Name" drop-down list.

### **Step 3: Making Your Donation**

Donations must be mailed to the address below within 30 days of the reservation.

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. **Include a note saying you were motivated by Lincoln Academy.**

### **Step 4: Verifying Your Tax Credit Donation**

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.