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 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.