



HOLY FAMILY
CRISTO REY
CATHOLIC HIGH SCHOOL



Claiming your Alabama State Income Tax Credit

Thank you so much for choosing to support Holy Family Cristo Rey Catholic High School by redirecting your Alabama state tax liability to one of our partner organizations, [Scholarships for Kids](#) or [the Alabama Opportunity Scholarship Fund](#). Thanks to donors like you, 75 deserving Holy Family Cristo Rey students received scholarships from these SGOs in 2018.

This step-by-step guide was created to walk you through the process of claiming your Alabama State Income Tax Credit.

PART 1: Creating 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. www.ador.alabama.gov.

*If you have claimed credits in the past, you can skip this step and login with the username and password you have already established.

Before you can set up a MAT account, you will need:

- Your social security number
- 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 the NEW USER? SIGN UP HERE button.

Step 2: From the drop down box, scroll down to choose INDIVIDUAL INCOME TAX and add your social security number and your previous year's Alabama AGI.

Step 3: Choose a username, password, SECRET QUESTION and SECRET ANSWER.

Note: Please record your username and password somewhere safe. You will need this again next year and Holy Family Cristo Rey has no way to retrieve lost passwords.

Step 4: Enter your personal contact information.

Step 5: Determine whether or not to allow others to access your accounts.

If you use a CPA or professional accounting firm, you may want to allow them access to your account.

Step 6: Before you leave the final screen, we suggest printing the final confirmation screen with your login details. You will receive an email or text with an Authorization Code that you will need the first time you log into the MAT system.

You are now done with the ADOR MAT registration process.



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PART 2: Registering your donation.

To claim your tax credit, you will be using your My Alabama Taxes (MAT) portal on the Alabama Department of Revenue website.

Step 1: Go to myalabamataxes.alabama.gov. Sign in using your personal username and password. You will be prompted to enter the Authorization Code that you received in order to sign in.

Step 2: Once you are signed in, click on DONATE TO SGO from the menu on the right hand side of the page.

Step 3: Enter your personal information (home address, email and telephone number) and select **SCHOLARSHIPS FOR KIDS** or **ALABAMA OPPORTUNITY SCHOLARSHIP FUND** from the drop down list. Make sure to enter the exact dollar amount of your donation.

Step 4: PRINT YOUR CONFIRMATION SCREEN AND MAIL YOUR CHECK THE SAME DAY.

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.

MAIL CHECKS TO:

SCHOLARSHIPS FOR KIDS
P.O. Box 10204
Birmingham, AL 35202

OR

ALABAMA OPPORTUNITY SCHOLARSHIP FUND
P.O. Box 59188
Birmingham, AL 35259

Tax Receipts:

Once the SGO 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.

Thank you for your support of Holy Family Cristo Rey Catholic High School! Your donation will help us continue our mission of transforming Birmingham, one student at a time.