



Steps to Receive Your Alabama Income Tax Credit

Part 1 – Create a My Alabama Taxes (MAT) Account

*If you have a MAT account, proceed to Part 2.

1. Register on the Alabama Department of Revenue Website: <https://myalabamataxes.alabama.gov/#1>
You will need your social security number and your Alabama adjusted gross income (AGI) from your previous year's tax return.
2. Create a My Alabama Taxes Account. Look for 'First Time MAT Users–Sign up Here' and click the 'Sign up Button.'
3. Select account type from drop-down list.
 - Corporations, select "Business Income Tax."
 - Add your employer identification number and your Alabama AGI from your previous year's tax return then validate.
 - Individuals, select "Individual Income Tax."
 - Add your social security number and your Alabama AGI from your previous year's tax return then validate.
4. Create a Username, Password, and Secret Question.
5. Enter your Personal Contact Information.
6. Choose to allow 'third party access' or not.
7. A Print/Save confirmation screen will appear. The authorization code for your initial login will be emailed to you. Log on to the ADOR site and check your email.

Part 2 - Reserve Your Tax Credit

1. Sign into My Alabama Taxes (MAT) <https://myalabamataxes.alabama.gov/#1>
2. Once signed in, click 'Donate to SGO' on the left side of the screen.
3. Enter your personal information and select **Alabama Opportunity Scholarship Fund** from the drop-down list.
4. Print your confirmation screen.
5. Donations must be mailed to the SGO within 30 days of reservation.
6. Mail to: Alabama Opportunity Scholarship Fund, P.O. Box 59188, Birmingham, AL 35259.
7. Once your check is received, we will verify the tax credit with the ADOR and send you a receipt. The ADOR will send you a receipt for your tax credit.