



Southern

PREPARATORY ACADEMY

Established
1898

The Official Military School for the
State of Alabama

Grades
6-12

Step-by-Step Guide to Make Your Tax Credit Gift *C Corporations*

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 go to Part 2 if your entity is already registered.*

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 and sign in. 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 the 3rd link: “*Report a donation to an SGO (Scholarship Granting Organization)*”

Step 3:

Enter the following information:

- a. Entity Name
- b. Address
 - Select “*Click here to enter your address.*” Fill out the Address Line 1, City, State and ZIP.
 - Then, select “*Click Here to Verify.*” Choose 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. SGO Name: This will be a drop-down box. Please select the last option: **SCHOLARSHIPS FOR KIDS, INC.**
- e. Donation Amount
- f. Donation Date

Click *Next*.

Step 4:

Write a check for your exact donation amount made out to **Scholarships for Kids, with a note saying you are a friend of Southern Preparatory Academy**. Although donations cannot be restricted to a specific school, a note will help ensure **Southern Prep** students receive the scholarships they need.

Mail your check within 30 days, or if possible, the same day to:

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 the 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.