



# Southern

PREPARATORY ACADEMY

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Established  
1898

The Official Military School for the  
State of Alabama

Grades  
6-12

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## Step-by-Step Guide to Make Your Tax Credit Gift *Individuals*

### **Part 1: Create 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.

*\*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
- 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, password, password recovery question and answer. Click *Next*.

*Note: Please record your username and password somewhere safe. You will need this again next year, and we are unable to retrieve lost passwords.*

#### **Step 4:**

Enter your personal contact information. Click *Submit*.

#### **Step 5:**

Before you leave the final screen, we suggest printing the final confirmation screen with your login details.

## **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](http://myalabamataxes.alabama.gov). Sign in using your username and password. You may be prompted to enter a Security Code to verify your identity.

### **Step 2:**

On your home screen, under the Individual Income Tax section, 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. Donor 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:**

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.

*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.