



Claiming Your Alabama State Income Tax Credit for Catholic Schools

Dear Friends in Christ,

Thank you for your support of hundreds of Alabama families who cannot afford a Catholic education through your donation to **C² Opportunity Scholarships**. **C² Opportunity Scholarships** help fulfill the mission of Catholic Education within the Diocese of Birmingham. This mission provides low-income families the opportunity to choose a K-12 school in which their child(ren) can thrive.

As Catholics, we believe educating the poor is truly serving the poor. Through Catholic education, we are not only educating children and preparing students to be productive members of society, but we are also impacting their lives eternally through the teachings of Christ.

Please share the following information with your CPA and be ready to donate a portion of your Alabama income tax liability to **C² Opportunity Scholarships** on January 1. This step-by-step guide was created to walk you through the process of claiming your Alabama State Income Tax Credit as you support these children.

Contact Diana Urbina, Director of Development, with any questions at durbina@alof.org.

Sincerely in Christ,

Very Reverend Richard E. Donohoe
Chairman, **C² Opportunity Scholarships**

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, myalabamataxes.alabama.gov. If you have claimed credits in the past, you can skip this step and log in with the username and password you have already established.

Things you will need to set up a MAT account:

-Your Social Security Number

-Your Alabama Adjusted Gross Income (AGI) from your previous year's state tax return (or two years prior). Your federal AGI will not work.

Step 1: Go to myalabamataxes.alabama.gov.

Step 2: On the ADOR homepage, click on "New User? Sign up here." below the login boxes.

Step 3: Select the account type from the 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 select Validate.

-Individuals, select "Individual Income Tax."

-Add your social security number and your Alabama AGI from your previous year's tax return, then select Validate.

Step 4: Create a Username, Password, and Secret Question/Answer.

Step 5: Enter your Personal Contact Information.

Step 6: Choose to allow "third party access" or not.

Step 7: A Print/Save confirmation screen will appear. Please print for your records and make a note of your Username and Password.

Step 8: An authorization code for your initial login will be emailed to you and may take up to 24 hours. Once you receive your authorization code, log on to myalabamataxes.alabama.gov and validate your account. You are now done with the My Alabama Taxes account creation process.

Receiving your Alabama State Tax Credit

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

Step 1: Go to myalabamataxes.alabama.gov.

Step 2: Sign in using your Username and Password.

Step 3: Once signed in, click “Report a donation to an SGO” on the right side of the screen.

Step 4: Enter your personal information and select **C² Opportunity Scholarships** from the “SGO Name” drop-down list.

Step 5: Print your confirmation screen.

Step 6: Donations must be mailed to C² within 30 days of reservation.

Step 7: Mail checks to

C² Opportunity Scholarships

P.O. Box 59188

Birmingham, AL 35259

Step 8: Once your check is received, we will verify your donation with the ADOR and send you a donation receipt. The ADOR will send you a receipt for your tax credit.