



Children's Tuition Fund

Helping Alabama Children
by
Claiming Your Alabama State Income Tax Credit

To get started 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.



Children's Tuition Fund of Alabama
719-867-0125 | Email: [CTEAL](mailto:CTEAL@ctefund.org)

Step 1: Creating a “My Alabama Taxes” Account

1

Go to myalabamataxes.alabama.gov and click **NEW USER? SIGN UP HERE** button below the sign in button.



The screenshot shows the login page for the Alabama Department of Revenue. At the top, it says "Alabama Department of Revenue". Below that, there are two input fields: "Username" and "Password". To the right of the "Username" field is a link that says "Forgot Username?". To the right of the "Password" field is a link that says "Forgot Password?". Below these fields is a blue "Sign In" button. Underneath the button is a link that says "New User? Sign up here.". At the bottom of the page, there is a small link that says "Quick links, no sign-in required:". The background of the page features a large image of the Alabama State Capitol building.

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.



The screenshot shows the account verification page. At the top, there is a paragraph of text: "In order to verify your identity you will need to provide information about one of your accounts. Select an account type from the drop-down menu below and provide the required information. When you are finished click the 'Validate' button to validate your account information." Below this text is a section titled "Select Account Type". Underneath this title is a dropdown menu labeled "Account Type" with "Individual Income Tax" selected. Below the dropdown menu is a section titled "Provide Account Information". Underneath this title are two input fields: "Your SSN" and "Previous Year Alabama AGI". The "Your SSN" field has a "Required" label next to it. The "Previous Year Alabama AGI" field has a "Required" label next to it and a "Format: 999-99-9999" label next to it. Below these fields is a blue "Validate" button. At the bottom right of the page, there are two buttons: "Previous" and "Next".

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 CTF AL has no way to retrieve lost passwords.

4

Enter your personal contact information.

5

Determine whether or not to allow others to access your accounts.

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

6

Before you leave the final screen, we suggest you print the final confirmation screen with your login details or write them down for future reference.

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 registration process.

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Step 2: Claiming Your Alabama State Income Tax Credit

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.

Username

Password

Authentication Code

Required

Trust This Computer

Request New Code

Forgot Password/Locked Out?

Need a MAT username and password?
Click the Sign Up button if you already have one or more tax accounts with the Alabama Department of Revenue, and want to log into My Alabama Taxes to access them.

Sign Up

2

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



3

Enter your personal information and select **Children's Tuition Fund of Alabama** from the drop down list. Be sure to enter the exact dollar amount of your donation.

The screenshot shows the 'Taxpayer Donation to SGO' form from the Alabama Department of Revenue. At the top, the department's logo and name are displayed. Below the header, the page title is 'Taxpayer Donation to SGO'. A navigation bar contains a hamburger menu icon, the text 'MAKE SGO DONATION', and a home icon. The main content area shows the 'Remaining Alabama Scholarship Reserve' as '\$16,607,882.20'. The form is divided into two columns of input fields. The left column includes fields for 'Donor Name', 'Donor Address 1', 'Donor Address 2', 'City', 'State', and 'ZIP Code', each with a 'Required' label and a small warning icon. The right column includes a dropdown for 'SGO Name' (set to 'CHILDREN'S TUITION FUND OF ALABAMA'), a 'Donation Amount' field (labeled 'Required'), a 'Donation Date' field (labeled 'Required'), and a 'Deductible Donation Claim Year' field (set to '2017').

ALABAMA DEPARTMENT of REVENUE

Taxpayer Donation to SGO

MAKE SGO DONATION

Remaining Alabama Scholarship Reserve
\$16,607,882.20

Donor Name

SGO Name
CHILDREN'S TUITION FUND OF ALABAMA

Donor Address 1
Required

Donation Amount
Required

Donor Address 2

Donation Date
Required

City
Required

Deductible Donation Claim Year
2017

State
Required

ZIP Code
Required

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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

Children's Tuition Fund of Alabama
Attn: John Wilson, Director
731 Chapel Hills Drive
Colorado Springs, CO 80920

TAX RECEIPTS

Once CTF AL receives and processes your check, we will verify your tax credit on the Alabama Department of Revenue website and send you a charitable giving receipt.

After your donation is verified, the Department of Revenue will send you a separate Alabama Tax Credit Receipt.

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www.ChildrensTuitionFund.org