



# 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 or EIN# for businesses
- Your Alabama Adjusted Gross Income (AGI) from your previous year's state tax return (your federal AGI will not work).

## Creating your My Alabama Taxes Account:

- 1) Go to [myalabamataxes.alabama.gov](http://myalabamataxes.alabama.gov) and click ***New User? Sign up here*** below the login boxes.



## 2) Select the account type from the drop down box

- Individuals - select "Individual Income Tax", add your social security number, add your AL (state) AGI from your previous year's tax return and then select "Validate".
- Corporations - select "Business Income Tax", add your EIN number, add your AL (state) AGI from your previous year's tax return and then select "Validate".



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.

Select Account Type

Account Type  
Individual Income Tax

Provide Account Information

Your SSN  
Required

Previous Year Alabama AGI  
0.00 Required  
Format: 999-99-9999

Validate

< Previous Next >

## 3) Create a username, password, secret question, and secret answer

4) Enter your personal contact information and determine whether or not to allow others to access your account.

5) 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..*

## Reserving Your Alabama State Income Tax Credit:

1) Go to [myalabamataxes.alabama.gov](http://myalabamataxes.alabama.gov). Sign in using your personal username and password. You will be prompted to enter the Authentication Code you received in order to sign in.

The screenshot shows the login interface for myalabamataxes.alabama.gov. On the left is a navigation menu with options like 'Verify My Return', 'Identity Confirmation Quiz', and 'Sign In'. The main content area is titled 'Welcome Back!' and contains a 'Sign In' form with fields for Username, Password, and Authentication Code. A 'Sign In' button is located below the form. To the right, there is a section for 'First Time MAT Users - Sign Up Here!' with a 'Sign Up' button and instructions on how to use the 'Sign Up' button if the user already has an account.

**Welcome Back!**

Username

Password  Authentication Code

**Required**

Trust This Computer

Request New Code

[Forgot Password/Locked Out?](#)

**First Time MAT Users - Sign Up Here!**

**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.

2) 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. Make sure to enter the exact dollar amount of your donation.

 ALABAMA DEPARTMENT of REVENUE

Taxpayer Donation to SGO 

**MAKE SGO DONATION**

**Remaining Alabama Scholarship Reserve**  
**\$16,607,882.20**

<b>Donor Name</b> <input type="text"/>	<b>SGO Name</b> <input type="text" value="CHILDREN'S TUITION FUND OF ALABAMA"/>
<b>Donor Address 1</b> <input type="text" value="Required"/>	<b>Donation Amount</b> <input type="text" value="Required"/>
<b>Donor Address 2</b> <input type="text"/>	<b>Donation Date</b> <input type="text" value="Required"/>
<b>City</b> <input type="text" value="Required"/>	<b>Deductible Donation Claim Year</b> <input type="text" value="2017"/>
<b>State</b> <input type="text" value="Required"/>	
<b>ZIP Code</b> <input type="text" value="Required"/>	

4) Print your confirmation and send your contribution within 30 days of reserving your tax credits. Contributions must be for the same amount you entered on MAT website and must be from your personal account.

**To pay by check:**

Make check payable to "*Children's Tuition Fund of Alabama*" and mail to:

Children's Tuition Fund  
Attn: Tonia Harding  
731 Chapel Hills Drive  
Colorado Springs, CO 80920

**To pay on-line:**

Use our On-line Contribution Form

**Individual taxpayers** needing assistance with signing up for My Alabama Taxes Account or with reserving a tax credit may call (334) 353-0602 or (334) 353-9770.

**Corporate taxpayers** needing assistance with signing up for My Alabama Taxes Account or with reserving a tax credit may call (334) 242-1200.

## **Claiming Your Alabama State Income Tax Credit:**

Once CTF has received and processed your payment, we will verify your tax credit on the Alabama Department of Revenue website and send you a giving receipt.

Once your contribution, has been verified the AL Department of Revenue will send you a voucher in the mail that you will submit with your tax return to show that you are entitled to the credit.

For questions, contact Children's Tuition Fund:  
Phone: 866-401-4801 - Email: [ctf\\_al@acsi.org](mailto:ctf_al@acsi.org)