



DIocese of ALABAMA IN BIRMINGHAM



Rocket
City SGO



Claiming your Alabama State Income Tax Credit

Thank you so much for choosing to support our Catholic Schools by redirecting your Alabama state tax liability to one of our partner organizations: **Scholarships for Kids**, **C² Opportunity Scholarships**, **Renaissance Scholarships** and **Rocket City SGO**.

This step-by-step guide was created to walk you through the process of claiming your Alabama State Income Tax Credit.

PART 1: 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 login with the username and password you have already established.*

Before you can 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 and click the "Don't have a login? Register here" option.

Step 2: From the drop-down box, scroll down to choose "Individual Income Tax," then add your social security number, last name, and your previous year's Alabama AGI.

Step 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 the diocese has no way to retrieve lost passwords.

Step 4: Enter your personal contact information.

Step 5: Determine whether or not to allow others to access your accounts. If you use a CPA or professional accounting firm, you may want to allow them access to your account.

Step 6: Before you leave the final screen, we suggest printing the final confirmation screen with your login details. 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 ADOR MAT registration process.



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PART 2: Registering your donation

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

Step 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.

Step 2: Once you are signed in, click on "Donate to SGO" from the menu on the right-hand side of the page.

Step 3: Enter your personal information (home address, email, and telephone number) and select **Scholarships For Kids**, **C² Opportunity Scholarships**, **Renaissance Scholarships**, or **Rocket City SGO** from the drop-down list. Make sure to enter the exact dollar amount of your donation.

Step 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:

Scholarships For Kids
P.O. Box 10204
Birmingham, AL 35202

C² Opportunity Scholarship
P.O. Box 59188
Birmingham, AL 35259

Rocket City SGO
3001 9th Avenue SW
Suite 15B
Huntsville, AL 35805

Renaissance Scholarships
3800 Colonnade Parkway
Suite 430
Birmingham, AL 35243

Tax Receipts:

Once the SGO 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.

Thank you for your generous support of our deserving scholars here in the Diocese of Birmingham Catholic Schools!

Schools Served by Scholarships for Kids:

Sacred Heart School, Anniston
Holy Family Catholic Academy, Birmingham
Our Lady of Sorrows, Birmingham
Our Lady of the Valley, Birmingham
Prince of Peace, Birmingham
St. Francis Xavier, Birmingham
St. Rose, Birmingham
Sacred Heart, Cullman
St. Ann, Decatur
St. Joseph, Florence
Holy Family, Huntsville
Holy Spirit, Huntsville
St. John the Baptist, Madison
Holy Spirit Elementary, Tuscaloosa
Holy Family Cristo Rey High School, Birmingham
John Carroll High School, Birmingham
St. John Paul II Catholic High School, Huntsville
Holy Spirit High School, Tuscaloosa

Schools Served by C2 Opportunity Scholarships:

Sacred Heart School, Anniston
Holy Family Catholic Academy, Birmingham
Our Lady of Sorrows, Birmingham
Our Lady of the Valley, Birmingham
Prince of Peace, Birmingham
St. Francis Xavier, Birmingham
St. Rose, Birmingham
Sacred Heart, Cullman
St. Ann, Decatur
St. Joseph, Florence
Holy Family, Huntsville
Holy Spirit, Huntsville
St. John the Baptist, Madison
Holy Spirit Elementary, Tuscaloosa
Holy Family Cristo Rey High School, Birmingham
John Carroll High School, Birmingham
St. John Paul II Catholic High School, Huntsville
Holy Spirit High School, Tuscaloosa

Schools Served by Rocket City SGO:

Holy Family, Huntsville
Holy Spirit, Huntsville
St. John the Baptist, Madison
St. John Paul II Catholic High School, Huntsville

Schools Served by Renaissance Scholarships

St. Francis Xavier, Birmingham
John Carroll High School, Birmingham