

FIRST



Create a "MAT" account
on the ADOR website

www.myalabamataxes.alabama.gov.

1 You will need your social security number and your Alabama Adjusted Gross Income (AGI) for previous year's tax return. Federal AGI will not work.

2 Go to the MAT home page, click the "Sign up here" link below the "Sign in" button (see image below).

A screenshot of the "My Alabama Taxes" website. At the top, it says "ALABAMA DEPARTMENT of REVENUE" with the state seal. Below that is the title "My Alabama Taxes" and the subtitle "The official web application of the Alabama Department of Revenue". The background shows the Alabama State Capitol building. There are two input fields: "Username" and "Password", each with a "Forgot" link. Below the fields is a blue "Sign in" button and a yellow "New User? sign up here." link. A yellow circle highlights the "New User? sign up here." link. At the bottom, there are four quick links: "INDIVIDUAL", "BUSINESS", "PAYMENTS", and "OTHER".

ALABAMA DEPARTMENT of REVENUE

My Alabama Taxes

The official web application of the
Alabama Department of Revenue

Username [Forgot Username?](#)

Password [Forgot Password?](#)

[Sign in](#)

[New User? sign up here.](#)

Quick links, no sign-in required:

- [INDIVIDUAL](#)
- [BUSINESS](#)
- [PAYMENTS](#)
- [OTHER](#)

3 From drop down box, scroll down to choose "Individual Income Tax", and add your social security number and your previous year's Alabama AGI.

ALABAMA DEPARTMENT of REVENUE

Menu MAT » New User Registration

1. Validate Account 2. Login Information 3. Contact Information 4. Set Third-Party Access

Sign Up for My Alabama Taxes...

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 "Next" button to validate your account information and proceed.

Select Account Type

Account Type
Individual Income Tax

Provide Account Information

Your SSN
Required

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

Required

Cancel Previous Next

4 Choose a username, password, "secret question", and "secret answer" (see below).

ALABAMA DEPARTMENT of REVENUE

Menu MAT » New User Registration

1. Validate Account 2. Login Information 3. Contact Information 4. Set Third-Party Access

Sign Up for My Alabama Taxes...

Choose a Username for My Alabama Taxes:

Username

Create a Password:
Password must be 8 - 16 characters, and contain at least 1 number and 1 letter.

Enter Password

Confirm Password

Answer a Secret Question:
If you forget your password, we will ask this question and send you an e-mail to reset it.

Secret Question

Secret Answer

Cancel Previous Next

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5 Enter your personal contact information.

The screenshot shows the 'Sign Up for My Alabama Taxes...' page at the Alabama Department of Revenue. The page is titled 'New User Registration' and is currently on 'Step 3: Contact Information'. The progress bar shows four steps: 1. Validate Account, 2. Login Information, 3. Contact Information (highlighted), and 4. Set Third-Party Access. The main heading is 'Sign Up for My Alabama Taxes...'. Below this, there are three sections: 'Enter Contact Information', 'Choose Authentication Method', and a column of fields. 'Enter Contact Information' includes fields for 'Your Full Name', 'Email (Used to Send Confirmation Code)', 'Confirm Email', 'Contact Phone Number', and 'Alternate Phone Number'. 'Choose Authentication Method' has two options: 'Send Authentication Text' (unselected) and 'Send Authentication Email' (selected). The third column contains fields for 'Country', 'Wireless Carrier', 'Wireless Phone', 'Confirm Wireless Phone', 'Email', and 'Confirm Email'. At the bottom of the form area, there are 'Cancel', 'Previous', and 'Next' buttons. The footer includes the Alabama Department of Revenue logo, 'Copyright © 2017 Alabama Department of Revenue', and links for 'Mobile Version | Help | Contact Us | Terms of Use'.

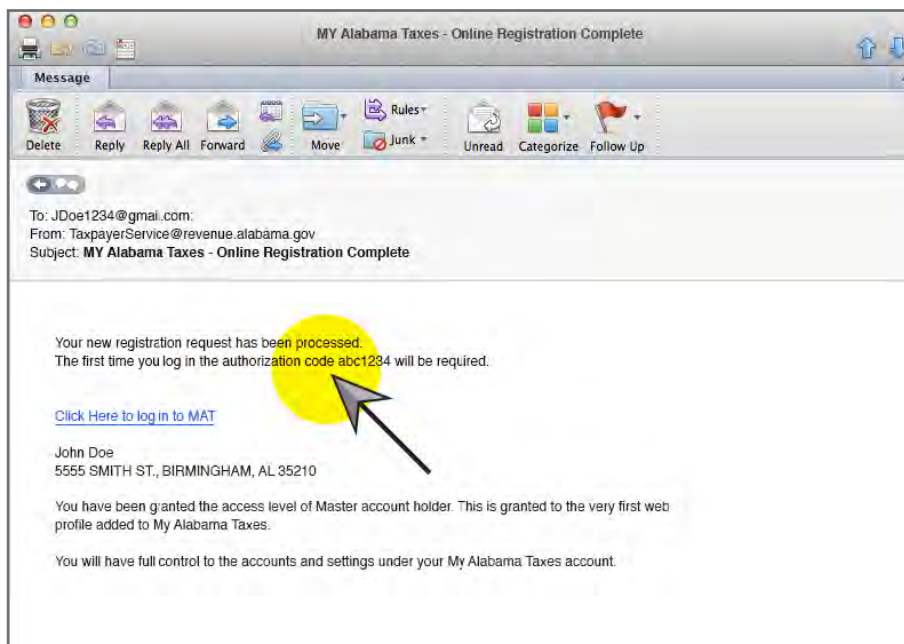
6 Determine whether or not to allow others to access your account.

The screenshot shows the 'Sign Up for My Alabama Taxes...' page at the Alabama Department of Revenue. The page is titled 'New User Registration' and is currently on 'Step 4: Set Third-Party Access'. The progress bar shows four steps: 1. Validate Account, 2. Login Information, 3. Contact Information, and 4. Set Third-Party Access (highlighted). The main heading is 'Sign Up for My Alabama Taxes...'. Below this, there is a paragraph explaining Third-Party Access: 'Third-Party Access can allow tax preparers and accountants to administer your taxes. If you would like to allow access to your accounts by a third party select 'Yes' from the dropdown menu below. If you will be the only person that will access your accounts select 'No'. Note: Third-party access is not allowed for Individual Income Tax accounts associated with an existing logon.' Below the paragraph is a dropdown menu with the question 'Would you like to enable others to access your accounts?'. Below the dropdown menu is a link: 'Click here for more information on managing logons.' At the bottom of the form area, there are 'Cancel', 'Previous', and 'Submit' buttons. The footer includes the Alabama Department of Revenue logo, 'Copyright © 2017 Alabama Department of Revenue', and links for 'Mobile Version | Help | Contact Us | Terms of Use'.

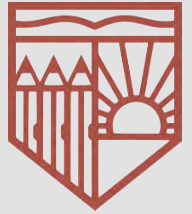
7 Print this screen or write this information down. Then, log on to the ADOR website and check your email account.



8 You will receive an email similar to the one below with an Authorization Code that you will use the first time you log into the MAT system. This completes the ADOR MAT registration process.



NEXT



Reserve your donation to the Alabama Opportunity Scholarship Fund and receive your Alabama tax credit.

- 1 Estimate your current tax year liability. Individuals may reserve up to 50% of their estimated income tax liability capped at \$50,000. Companies may reserve up to 50% of their estimated income tax liability with no cap. Return to the MAT website.
- 2 On the MAT home page, click "My Alabama Taxes" on the upper left side (see below).



3 Sign in with your newly created username and password. You will be prompted to enter the Authorization Code sent to your email account.



The screenshot shows the 'ALABAMA DEPARTMENT of REVENUE' website's authentication page. The page title is 'Authentication Code'. Below the title, it says 'An authentication code was sent to:'. There is a text input field for the 'Authentication Code' with a 'Required' label. Below the input field is a 'Trust This Browser' section with 'No' and 'Yes' radio buttons. A 'Login' button is located below the radio buttons. At the bottom, there is a link that says 'Didn't receive an authentication code?'.

4 Once you are signed in, click on "Report a Donation to an SGO."



The screenshot shows the user dashboard of the 'ALABAMA DEPARTMENT of REVENUE'. The dashboard includes a 'Log Off' button in the top right corner. Below the navigation bar, there are sections for 'My Profile', 'ALERTS' (with a notification 'There are 3 unread letters'), and 'I WANT TO' (with a 'More...' link). The 'I WANT TO' section contains a list of actions: 'Report a donation to an SGO', 'Receive notice when a return is...', 'Obtain a new tax account #', 'Add access to another account', and 'Ask a question'. A yellow circle highlights the 'Report a donation to an SGO' link, with a black arrow pointing to it. Below this section is a 'MY ACCOUNTS' table with columns for 'Account Type', 'Account Id', 'Name', 'Frequency', and 'Balance'. The table contains one entry: 'Individual Income Tax' with a frequency of 'Annual' and a balance of '0.00'.

Account Type	Account Id	Name	Frequency	Balance
Individual Income Tax			Annual	0.00

5 Enter your personal information and select "**Alabama Opportunity Scholarship Fund**" from the drop down list. Enter the exact dollar amount of your donation and submit.

ALABAMA DEPARTMENT of REVENUE

Menu MAT Taxpayer Donation to SGO Log Off

MAKE SGO DONATION

Remaining Alabama Scholarship Reserve
\$29,325,642.50

Donor Name

Donor Address 1
Required

Donor Address 2
Required

City
Required

State
Required

ZIP Code
Required

Telephone
Required

Email

SGO Name
ALABAMA OPPORTUNITY SCHOLARSHIP FUND

Donation Amount
Required

Donation Date
Required

Deductible Donation Claim Year
2017

6 Finally, print your confirmation and mail your check the same day.

CHECKS PAYABLE:

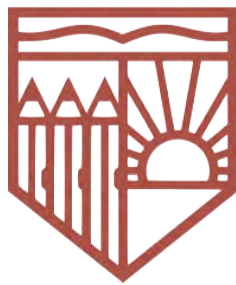
Alabama Opportunity
Scholarship Fund

MAIL TO:

Alabama Opportunity Scholarship Fund
P.O. Box 59188
Birmingham, AL 35259

Checks must be for the same amount as the donation amount entered on MAT.

TAX RECEIPTS: Once AOSF receives your check, we will verify your tax credit and send you a receipt. The Department of Revenue will send you a separate Alabama Tax Credit Receipt, which you can access through your MAT account's message folder.



ALABAMA OPPORTUNITY SCHOLARSHIP FUND

Julie Emory-Johnson
Executive Director

205.206.7801
jejohnson@alabamascholarshipfund.org

www.alabamascholarshipfund.org
P.O. Box 59188
Birmingham, AL 35259