

Donor Instructions

1. If this is your first time to claim an income tax credit, you will need to create an account through myalabamataxes.alabama.gov. You will need to have your social security number and most recent **Alabama state tax return** with the Alabama Adjusted Gross Income (AGI) figure listed. Your federal AGI will not work.
 - ❖ If you have claimed a tax credit in the past, you can use your existing log in credentials and move to number 2. Otherwise, follow the below steps:
 - Step 1:** Go to myalabamataxes.alabama.gov and click NEW USER? SIGN UP HERE button below the sign in button.
 - Step 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.
 - 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 Renaissance Scholarships, Inc cannot retrieve lost passwords.
 - Step 4:** Enter your personal contact information.
 - Step 5:** Determine if you would like 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.
 - Step 6:** Before you leave the final screen, we suggest you print the final confirmation screen with your login details or write them down somewhere safe. You will receive an email or text with an Authorization Code that you will need the first time you log into the MAT system.
2. Once you have this account set up, you'll be able to claim your tax credit. Individuals can claim up of half of their tax liability, with a \$50,000 maximum. Corporations can claim up to half of their tax liability without any maximum.

Follow these steps to claim your tax credit:

 - 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 step 6, above 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 and select **Renaissance Scholarships, Inc.** 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.
3. Mail your donation to Renaissance Scholarships at:
 - 3800 Colonnade Parkway
 - Suite 430
 - Birmingham, AL 35243
4. Receive your tax credit!

Once RSI receives and processes your check, we will verify your tax credit on the Alabama Department of Revenue (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 support of RSI. Your donation will help change the life of an Alabama student and their family. Collateral