



# 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](https://myalabamataxes.alabama.gov) and click **NEW USER? SIGN UP HERE** button below the sign in button.



Alabama Department of Revenue

Username  [Forgot Username?](#)

Password  [Forgot Password?](#)

**Sign In**

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

Quick links, no sign-in required:

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.



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 Format: 999-99-9999

**Validate**

[Previous](#) [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](https://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 menu on the left includes 'MAKE SGO DONATION'. The main content area shows the 'Remaining Alabama Scholarship Reserve' at \$16,607,882.20. The form contains several input fields: 'Donor Name', 'Donor Address 1', 'Donor Address 2', 'City', 'State', and 'ZIP Code', all marked as 'Required'. On the right side, there are fields for 'SGO Name' (a dropdown menu currently showing 'CHILDREN'S TUITION FUND OF ALABAMA'), 'Donation Amount' (marked 'Required'), 'Donation Date' (marked 'Required'), and 'Deductible Donation Claim Year' (set to 2017).

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## 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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