

Claiming your Alabama State Income Tax Credit

Thank you for your donation to Rocket City Scholarship Organization. This step-by-step guide was created to walk you through the process of claiming your Alabama State income Tax Credit.

Step 1. Creating a MAT Account

You need to create a MY Alabama Taxes Account (MAT) through the AL Department of Revenue website www.ador.alabama.gov

If you have already claimed credits in the past, you may skip this step and login with the username and password you have already established.

To set up your account you will need the following information:

- Your social security number.
 - Your Alabama Adjusted Gross Income (AGI) from the previous state tax return.
 - Your federal AGI will not work.
1. Go to myalabamataxes.alabama.gov and click the NEW USER? SIGN UP HERE tab.
 2. From the drop down box, scroll to INDIVIDUAL INCOME TAX and add your social security number and your previous Alabama AGI.
 3. Choose a username, password, secret question and secret answer. (Please record your information somewhere safe but accessible as you will need to use this same username and password for future donations and we have no way to retrieve this information for you.
 4. Enter all of your personal contact information.
 5. Decide if you want to allow others to have access to your accounts. For example, if you use a CPA or financial services you may choose to allow access only to these individuals.
 6. Before exiting from the screen, print your final confirmation screen with all of the login details. You will then receive an email or text message with an authorization code you will need the first time you log into the MAT system. This completes your registration process with ADOR MAT.

Step 2. Claiming Your Alabama State Tax Credit

To claim your state tax credit, you will be using your MY Alabama Taxes (MAT) portal on the AL Dept of Revenue website.

1. Go to myalabamataxes.alabama.gov and sign in using your username and password. You will be asked to enter the Authorization Code you received in order to sign in.

2. Once you have signed in, click on DONATE to SGO from the menu on the right hand side of the page.
3. Enter your personal information and then select ROCKET CITY SCHOLARSHIP GRANTING ORGANIZATION, INC. from the drop down list. Be sure you enter the exact dollar amount of your donation.
4. PRINT YOUR CONFIRMATION SCREEN and MAIL YOUR CHECK to 3001 9th Ave SW Huntsville, AL 35805. RCSGO must receive your check within 30 days of the date that you designate your donation in the MAT portal. Checks must be for the same exact amount as the donation amount entered on MAT and must be written from your personal account if you are claiming the tax credit for your personal state income tax return OR must be written from your business account if you are claiming the tax credit for your business state income tax return.
5. Mail checks to: Rocket City Scholarship Granting Organization 3001 9th Ave SW, Ste. 205 B, Huntsville, AL 35805
6. Once RCSGO receives and processes your check, we will verify your tax credit on the ADOR website . Once your donation is verified, the Department of Revenue will send you a separate Alabama Tax Credit receipt. RCSGO will send you a tax receipt via mail.

Rocket City Scholarship Granting Organization thanks you for your donation that supports local students in their educational pursuits and changes lives.