

DONOR INSTRUCTIONS FOR RENAISSANCE SCHOLARSHIPS, INC

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)** – line 10 on AL 40. *Your federal AGI will not work.* See the steps below on [How To Setup A New Account](#).

Once you have this account set up, you'll be able to claim your tax credit. Individuals can claim their entire tax liability, up to \$100,000. Corporations can claim 100% of their tax liability without any maximum.

Follow These Steps To Claim Your Tax Credit:

Step 1: Go to myalabamataxes.alabama.gov. Sign in with your existing login OR click Create a MY Alabama Tax account (see [How to Setup A New Account instructions](#))

Step 2: After signing in scroll down to **INDIVIDUAL INCOME TAX**, then **TAX INCENTIVES** and select **Report a donation to an SGO (Scholarship Granting Organization)**.

Step 3: Complete the **Donor Information** section. Then scroll down **Donation Information**, select **Renaissance Scholarships** under SGO Name. Add your Donation Amount (*Make sure to enter the exact dollar amount of your donation*), Donation Date and Deductible Donation Claim year.

Step 4: PRINT YOUR CONFIRMATION SCREEN

Step 5: MAIL YOUR CHECK THE SAME DAY

Mailing Address:

Renaissance Scholarships
3800 Colonnade Parkway
Suite 430
Birmingham, AL 35243

Step 6: 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.

How To Setup A New Account:

1. Go to myalabamataxes.alabama.gov. Click Create a MY Alabama Tax account. You will need to enter your name, SS# and the **Alabama Adjusted Gross Income (AGI)** – (*line 10 on AL 40*) on your **Alabama state tax return** *Your federal AGI will not work.*
2. 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.
3. Enter your personal contact information.
4. 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.
5. 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.
6. Return to myalabamataxes.alabama.gov and login.