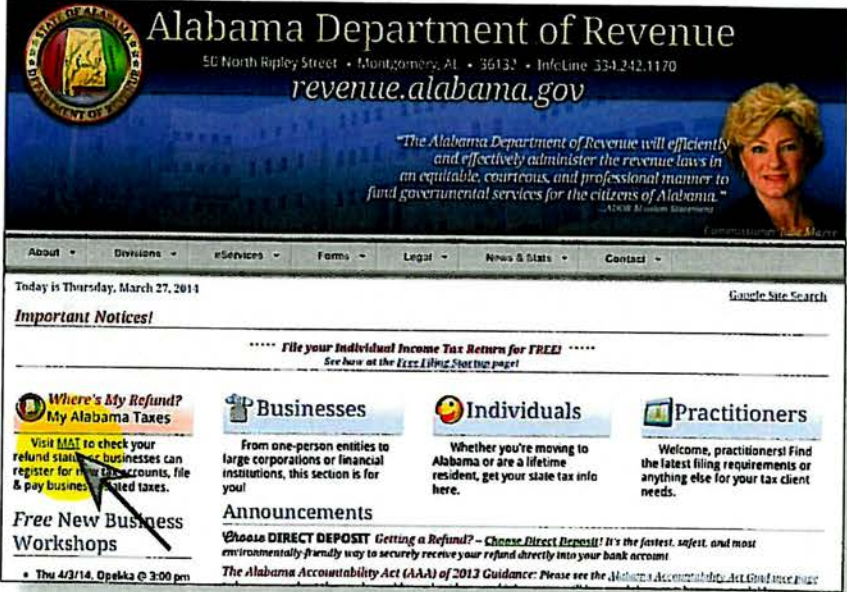


1
2
3

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.

Go to revenue.alabama.gov.

On ADOR Home page, click on "MAT" on the upper left side (see below).



4

After clicking MAT, look for "First Time MAT Users" on right side of screen and click "Sign Up" button (see below).

My Alabama Taxes

If you need **Help Using My Alabama Taxes**, please call 1-800-322-4106 and select the appropriate option for your needs.

New on MAT! File your 2012 Alabama Individual Income Tax return for **FREE**.
Click here to find out more.

My Alabama Taxes (MAT) is the convenient and secure way to interact with the Alabama Department of Revenue to access a variety of online services. In MAT you can quickly and easily file tax returns, make payments, view letters, manage your accounts, and conduct other common transactions with the Department.

Welcome Back!

Username
Required
Password

Sign In [Forgot Password/Locked Out?](#)

First Time MAT Users - Sign Up Here!

Need a MAT username and password?
Click the **Sign Up** button if you already have more tax accounts with the Alabama Department of Revenue, and want to log into My Alabama Taxes.

Sign Up

ALABAMA ACCOUNTABILITY ACT

If you have questions about the new Scholarship Granting Organization (SGO) donation process, click here for information.

5

From Drop Down Box, scroll down to choose "Individual Income Tax" and add your social security number and your previous year's Alabama AGI.

My Alabama Taxes

Sign Up for My Alabama Taxes...

[Previous](#) **1. Validate Account** [Next](#)

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

Provide Account Information

Your SSN

Previous Year Alabama AGI

Individual Income Tax
County Tobacco Tax
Cullman County Local Gas Tax
Dismantler & Parts Recycler
Dry Cleaning Trust Fund Fee
Financial Inst. Excise Tax
Forest Products Severance Tax
Freight Line Equipment
Gasoline Excise Tax
Hazardous Waste Disposal Fee
Hydro-Electric Company GR
Individual Income Tax
Iron Ore Severance Tax
Local Solid Mineral Tax

6

Add your SS# and Alabama AGI from your last Alabama tax return.

Sign Up for My Alabama Taxes...

Previous **1. Validate Account** Next

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 **Select Account Type**

Account Type **Individual Income Tax**

Provide Account Information

Your SSN

Previous Year [What's](#)

Alabama AGI

Validate

7

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

ALABAMA DEPARTMENT OF REVENUE
My Alabama Taxes

Sign Up for My Alabama Taxes...

Previous **2. Select Username** Next

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.

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

8

Enter your personal contact information.

ALABAMA DEPARTMENT OF REVENUE
My Alabama Taxes

Sign Up for My Alabama Taxes...

Previous 1 2 **3. Contact Information** Next

Your Full Name

E-mail (Used to Send Confirmation E-mails) Required

Confirm Email

Contact Phone Number

Alabama Phone Number

This screenshot shows the registration process at step 3, 'Contact Information'. It features five input fields for personal details. The 'E-mail' field is highlighted in yellow and has a 'Required' label and an arrow pointing to it.

9

Determine whether or not to allow others to access your accounts.

ALABAMA DEPARTMENT OF REVENUE
My Alabama Taxes

Sign Up for My Alabama Taxes...

Previous 1 2 3 **4. Set 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 login.

Would you like to enable others to access your accounts? Required

[Click here for more information on managing logons.](#)

Submit Registration Cancel

This screenshot shows step 4, 'Set Third-Party Access'. It contains explanatory text and a question: 'Would you like to enable others to access your accounts?'. A dropdown menu is present next to the question, highlighted in yellow with a 'Required' label and an arrow pointing to it. At the bottom are 'Submit Registration' and 'Cancel' buttons.

10

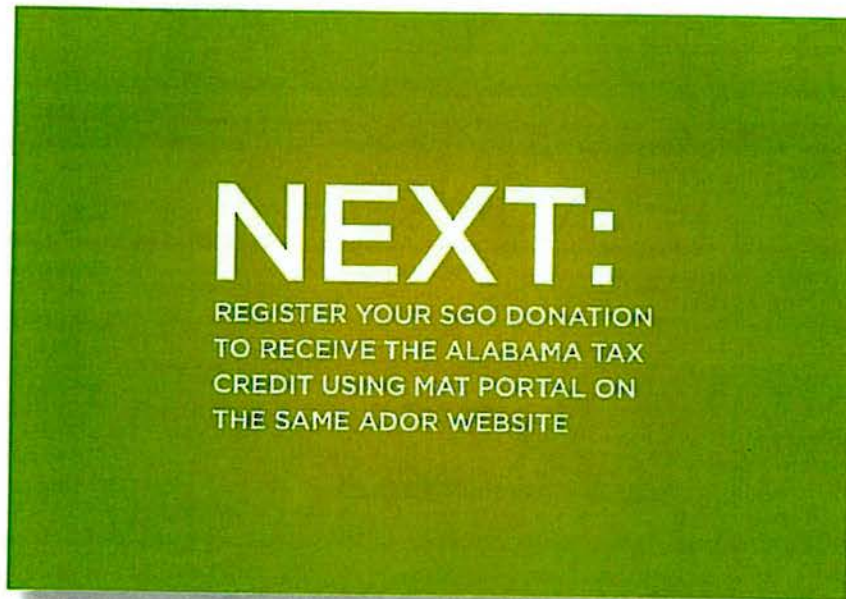
Print this screen or write this information down! Then, log off the ADOR website and check your email account.

The screenshot shows the 'My Alabama Taxes' registration confirmation page. At the top, there is a navigation menu with 'Home', 'Back', and 'Help' options. The main heading is 'Confirmation' with a sub-heading 'Thank you!'. The page contains the following text: 'Thank you for signing up for My Alabama Taxes.', 'You have been sent an e-mail message with your Authorization Code that is required for your initial login.', 'Your request number is 1234567890', and a 'Logon Summary' section with details: 'username: DoeKids1234', 'Name: John Doe', 'Email: JDoe1234@gmail.com', 'Contact Phone: (205) 555-1234', 'Alternate Phone: (205) 555-4321', 'Secret Question: What is your mother's maiden name?', 'Secret Answer: 9999', 'Third Party Access Enabled?: No', and 'Third Party PassPhrase:'. At the bottom, there are two buttons: 'OK' and 'Print Confirmation'.

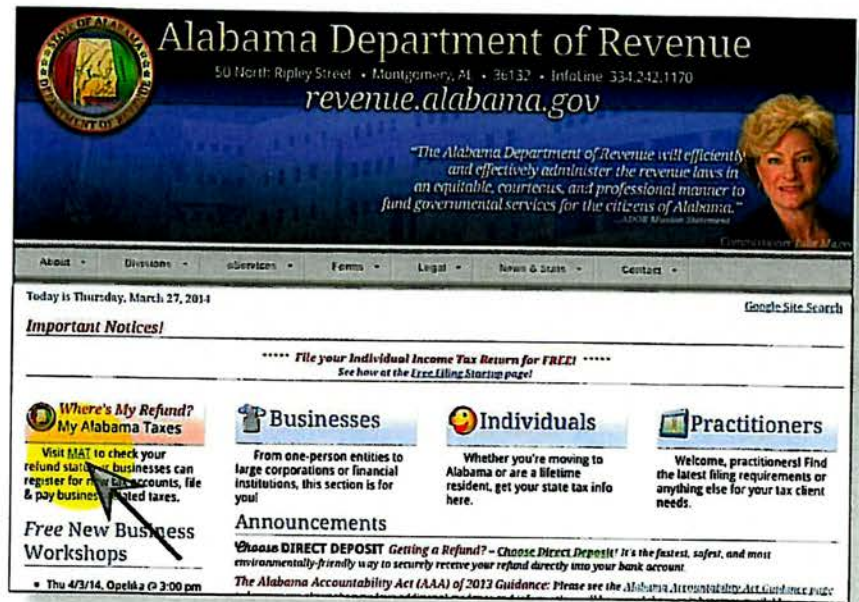
11

You will receive an email (like the one below) with an **Authorization Code** that you will need the first time you log into the MAT system. You are now done with the ADOR MAT registration process.

The screenshot shows an email message in a window titled 'MY Alabama Taxes - Online Registration Complete'. The email header includes: 'To: JDoe1234@gmail.com', 'From: TaxpayerService@revenue.alabama.gov', and 'Subject: MY Alabama Taxes - Online Registration Complete'. The main body of the email contains the following text: 'Your new registration request has been processed. The first time you log in the authorization code abc1234 will be required'. A yellow circle highlights the text 'abc1234' with a mouse cursor pointing to it. Below this is a link: 'Click Here to log in to MAT'. The email is signed by 'John Doe, 5555 SMITH ST, BIRMINGHAM, AL 35210'. The footer text reads: 'You have been granted the access level of Master account holder. This is granted to the very first web profile added to My Alabama Taxes.' and 'You will have full control to the accounts and settings under your My Alabama Taxes account.'



- 1 Go to revenue.alabama.gov website.
- 2 On ADOR Home page, click on "MAT" on the upper left side (see below).



3

Sign in using your newly created username and password.

My Alabama Taxes

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Welcome Back

Username

Required Password

[Forgot Password/Locked Out?](#)

First Time MAT Users - Sign Up Here!

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.

ALABAMA ACCOUNTABILITY ACT

If you have questions about the new Scholarship Granting Organization (SGO) donation process, click here for information.

4

You will be prompted to enter the Authorization Code sent to your email account in order to "Sign in".

My Alabama Taxes

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Click here to find out more.

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Welcome Back

Username

Required Password

Authorization Code

[Forgot Password/Locked Out?](#)

First Time MAT Users - Sign Up Here!

Need a MAT username and password?
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Important Information

Alabama Accountability Act

- Learn more about the Scholarship Granting Organization (SGO) process

ONE SPOT

- Learn more about how to file and pay all city/county sales, use, and rental taxes

2012 Terms of Use | Alabama Department of Revenue | Contact Us

requently Asked Questions | MAT External Website

5

Once you are signed in, click on "Donate to SGO".

ALABAMA DEPARTMENT OF REVENUE
My Alabama Taxes

JENNIFER R MCCANN

Log Off

Home
Back
Help

View/Edit MAT Profile
Add Access to Another Account
Obtain a New Tax Account #
Donate to SGO

ACCOUNTS **REQUESTS** **MESSAGES** **LETTERS**

MY ACCOUNTS

Account Id	Account Type	Name	Frequency	Address	Balance	Due Date
11-005356123	Individual Income T.	JENNIFER R MCCANN	Annual	3443 CLIFF ROAD BIRMINGHAM	0.00	

The balances shown reflect only the accounts and filing periods shown in MAT and may not reflect your overall balance with the Alabama Department of Revenue

6

Enter your personal information and select "Scholarships for Kids" from the drop down list. Enter the exact dollar amount of your donation.

My Alabama Taxes

Log Off

Home
Back
Help

MAKE SGO DONATION

Taxpayer SGO Donations Remaining Alabama Scholarship Reserve
\$24,814,200.00

Donor Name: John Doe

Street/City/State/Zip: 5555 Smith St, Birmingham, AL 35210

SGO Name: Scholarships For Kids

Donation Amount: 0.00

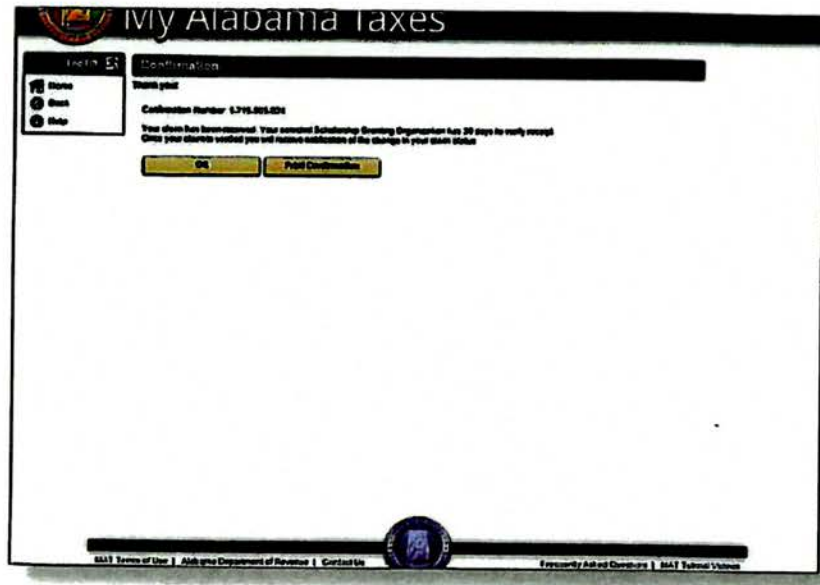
Donation Date: [Calendar icon]

Deductible Donation Claim Year: [Dropdown menu]

- The SGO has 30 days to verify the receipt of your donation from the date of submission of this request. If the SGO does not verify the claim of the donation made within 30 days, you will need to resubmit your donation for verification.
- SGO must verify all donations by January 10 of the following year, even if 30 days has not passed since the donation was initiated.
- For individual taxpayers, the maximum credit that may be claimed is \$7,500.

7

PRINT YOUR CONFIRMATION SCREEN AND MAIL YOUR CHECK THE SAME DAY.



CHECKS MUST BE:

- 1 For the same amount as the donation amount entered on MAT.
- 2 From your personal account.

CHECKS PAYABLE: TO THE SGO YOU HAVE CHOSEN

After your donation is verified, the Department of Revenue will send you a separate Alabama Tax Credit Receipt.