

# How to Reserve Your Tax Credit with the State

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## Estimate Your State Tax Liability

Once you have an estimate of your tax liability, log into your MyAlabamaTaxes account, which can be found at [myalabamataxes.alabama.gov](http://myalabamataxes.alabama.gov).

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## Sign In to MyAlabamaTaxes

Sign in with your username and password.

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## Report a Donation

Once signed in, scroll down until you see “**Tax Incentives**” section. Then, click “**Manage tax incentives**”. Now, your screen should show you an option for “**Scholarship Granting Organization Tax Credit**”. Then, you will click “**Report a donation to an SGO**” to make your reservation.

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## Choosing the SGO

Enter your personal information, reservation amount, and select “**Alabama Opportunity Scholarship Fund**” from the “SGO Name” drop-down list.

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## Making Your Donation

Donations must be mailed to Alabama Opportunity Scholarship Fund to the address below within 30 days of reservation, or make an online ACH payment (link is on our website).

Alabama Opportunity Scholarship Fund  
P.O. Box 59188  
Birmingham, AL 35259

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## Verifying Your Tax Credit Donation

Once your payment is received, we will verify your donation with the ADOR and email you a donation receipt. The ADOR will send you a receipt for your tax credit.

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## Questions?

If you need additional assistance, please contact our Director of Development at [srowton@alosf.org](mailto:srowton@alosf.org) or 334-332-0753.