

Instructions to Obtain Tax Return Transcripts

To apply for the Community Adaptation Program, applicants must provide Tax Return Transcripts for the years 2020 and 2021. These documents are different than your Tax Returns, W-2s, 1099s, and other tax forms.

You can order Tax Return Transcripts to be delivered to your house within 10 business days by calling this number: **1-800-908-9946**.

The process will take about five minutes. **If you didn't file taxes, the IRS will still send you relevant documentation, ordered from the automated hotline 1-800-908-9946. that is acceptable for the CAP application.** The document will state that you did not file taxes in 2020 or 2021. Simply submit that document for your CAP application. When you call, an automated system will guide you through the following process:

- First, it will prompt you to enter your social security number.
- Then, it will prompt you to enter the numbers in your street address.
- Next, it will ask you if you would like to order a transcript. **Press 2 to receive a copy of your Tax Return Transcript. Do not press 1 for Tax Account Transcripts, these are not accepted forms in the Community Adaptation Program application.**
- Then, it will ask you to enter the tax year for which you want to receive your Tax Return Transcript. Enter "2020".
- It will then prompt you to fill out a "Customer File Number". You do not enter anything when this is prompted.
- Then, it will give you the option to order Tax Return Transcripts for another year. Enter the year 2021.
- Again, it will ask you if you want to enter a customer file number, ignore this prompt.
- Wait for the automated system to finish its message and then hang up.

Alternatively, you can make an in-person visit to:

IRS Office

1555 Poydras St.

New Orleans, LA 70112

Phone: 844-545-5640

Hours: Monday	8:30AM – 4:30PM
Tuesday	8:30AM – 4:30PM
Wednesday	8:30AM – 4:30PM
Thursday	8:30AM – 4:30PM
Friday	8:30AM – 4:30PM
Saturday	Closed
Sunday	Closed