Clean Cars 4 All Program

Application Resource Guide

Version 4.0

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Required Documents Checklist

Prior to applying to the CC4A program, please prepare the following required documentation. Your application will not be considered complete unless you submit the following documents.

Documents	Have	Not Needed
Income Verification • If you filed tax, please provide your current IRS Tax Return Transcript. You can download the transcript online at https://www.irs.gov/individuals/get-transcript • If you did not file taxes, you must submit a notarized Household Income Affidavit and IRS Letter of Non-filing. The Household Income Affidavit will be available for download through your application portal. You may download the Letter of Non-filling online at: https://www.irs.gov/individuals/get-transcript *See Page 4 on how to get documents from IRS.*	☐	☐
Registration History • Current and prior year Vehicle Registration card • Please make sure your most recent registration card is under your name and reflects the address you applied with.	☐	☐
Proof of Operability: Provide if vehicle is not registered or has gaps in registration totaling more than 120 days. • Provide a DMV receipt showing that registration fees are paid and current; AND • Provide a DMV Vehicle History Report that shows your current address	☐	☐
Vehicle Title • Title must be in applicant's name. • Title must be issued in California. • Document in full view and not folded. • No lienholder or signatures displaying transfer of ownership.	☐	☐
Driver's License: Provide valid California driver's license. • If your driver's license does not reflect your current address, you must update your current address with DMV and provide confirmation of the change. Screenshot or print out is	☐	☐

accepted. You can update address at: https://www.dmv.ca.gov/portal/change-of-address/		
Alternatives for Operability or Residency: Additional documentation may be requested at the discretion of the program administrator to determine vehicle operability or applicant residency when Vehicle Registration cards or a current Driver's License are unavailable. • Proof of insurance without gaps in coverage greater than 120 days; OR • Two invoices from an auto repair dealer registered with the Bureau of Automotive Repair. Invoices must be from two separate calendar years. Invoices cannot be more than 24 months old.	☐	☐

Income Verification

How to Access Your Tax Return Transcript or Letter of Non-filing

You may request your document from the IRS through any one of the following options:

1. Online download
2. Online request by mail
3. Fill out Form 4506-T to request by mail or fax
4. Schedule an appointment at the IRS office
5. Call to request by mail

Tip: We highly recommend getting your document through Online Instant Download (Option 1).

Option 1: Online Download

This section provides detailed, step-by-step directions for each of the above options. Tip: When going to the IRS website to request your document, use the Internet Explorer browser to allow for instant document downloads. We also recommend submitting the request on a computer rather than on a smartphone device. Reach out to your Case Manager if you require additional assistance accessing the IRS. Need an email address, phone number

1. Start by going to IRS here.
2. Click on "Get Transcript Online."

> **Request Online**
>
> Request your transcript online for the fastest result.
>
> **What You Need**
>
> If you don't have an existing IRS username or ID.me account, have your photo identification ready.
>
> **What You Get**
>
> - All transcript types are available online
> - View, print, or download your transcript
> - Verify your identity once, and you can easily return later to get a transcript or use other IRS online services
>
> **Get Transcript Online**
>
> **Caution:** This service is for individual taxpayers to retrieve their own transcripts for their own purposes. Use by any other entities is prohibited.

3. Click on "ID.me Create an account" if you don't have an account. Click on "Sign in with ID.me" if you have an existing account and proceed to Step 12.
   Note: Using ID.me requires access to your email and cell phone number to receive text.

If you have an existing IRS username, please create a new ID.me account as soon as possible. We're bringing you an improved sign-in experience. You won't be able to log in with your existing IRS username and password starting in summer 2022.

If you're a new user, please create an account with ID.me.

ID.me is our trusted technology provider in helping to keep your personal information safe.

Create a new account

ID.me Create an account

——————————— OR ———————————

Sign in with an existing account

Sign in with ID.me

Sign in with an existing IRS username

4. Fill out your email and password.

Create an ID.me account

Already have an ID.me account?
Sign in to your account

Email

Enter your email

Password

Enter your password

Confirm Password

Confirm your password

☐ I accept the ID.me Terms of Service and Privacy Policy

Create an ID.me account

5. Go to your email and confirm your email address.

Confirm your email address

Please click on the button below to confirm your email.

Confirm your email

Or copy and paste this link into your browser:

6. Enter your personal information and click "Continue."

VERIFY YOUR IDENTITY

1 — 2 — 3 — 4 — 5

Enter your personal information

What's this?

First Name *

Enter first name

Middle Name

Enter middle name   Optional

Last Name *

Enter last name

7. Enter your most recent home address and click "Continue."

VERIFY YOUR IDENTITY

① ② ③ ④ ⑤

Enter your most recent home address

Address Line 1*

Enter street address

No P.O. Boxes

City*

Enter city

State*

California ▼

Zip Code*

Enter zip code

8. Provide a form of ID, your driver's license, passport, or other.
9. Enter your Social Security number and click "Continue."

VERIFY YOUR IDENTITY

① ② ③ ④ ⑤

Enter your Social Security number

Social Security Number*

#########

10. Verify that your information is correct and click "Continue."
11. Once your ID.me is verified, sign in here.
12. Select "Adjusted gross income" for reason.

Get Transcript

Select a reason you need a transcript: [Adjusted Gross Income ▼]

Customer File Number:⑦ [   ]   GO >

13. If you filed tax, select 2021 under Return Transcript. If you did not file tax, select the document with * that indicates Verification of Non-Filing Letter.

Below are the transcripts and years available.

Return Transcript	Record of Account Transcript
N/A	N/A
2020 ⊗	N/A
2019	2019
2018	2018

Account Transcript	Wage & Income Transcript
2021	2021
2020	2020
2019	2019
2018	2018
Show All ➕	Show All ➕

⊗ Indicates the availability of a Verification of Non-Filing letter for the year.

14. Save the document to upload to Fluxx.

SACRAMENTO METROPOLITAN
AIR QUALITY MANAGEMENT DISTRICT

CLEAN CARS 4 ALL

CALIFORNIA CLIMATE
Cap and Trade Dollars at Work INVESTMENTS

Option 2: Online Request by Mail

1. Start by going to IRS here.
2. Click "Get Transcript by Mail."

Alternative to Requesting a Transcript Online

We recommend requesting a transcript online, since that's the fastest method. If you can't get your transcript online, you can request a tax return or tax account transcript by mail instead.

What You Need

To request a transcript by mail, you need your mailing address from your latest return.

What You Get

- Tax return or tax account transcript types delivered by mail
- Transcripts arrive in **5 to 10 calendar days** at the address we have on file for you

Get Transcript by Mail

You can also request a transcript by mail by calling our automated phone transcript service at 800-908-9946.

3. Click "Ok."

THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY!

Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431).

OK

4. Fill out your information. The street address must match the address you put when you filed tax for that year. Click "Continue."

Get Transcript by Mail

See our Privacy Notice regarding our request for your personal information.

All fields are required.

Social Security Number (SSN) or Individual Tax ID Number (ITIN) ⑦

[   ]

Date of Birth

MM/DD/YYYY

[   ] 📅

Street Address ⑦

[   ]

ZIP or Postal Code ⑦

[   ]

CONTINUE

5. Select "Return Transcript" for Transcript Type. Select "2021" for Tax Year. Then, click "Continue."

Get Transcript by Mail

Select Transcript Type ⑦

○ Account Transcript

○ Return Transcript

Select Tax Year ⑦

○ 2021

○ 2020

○ 2019

○ 2018

Customer File Number ⑦

Numeric input only (0-9)

[   ]

CONTINUE

6. If successful, you will see the following confirmation page.

Get Transcript by Mail

We have accepted your request for a 2020 Account Transcript. Please allow 5-10 days to receive it. The transcript will be sent to the address we have on file for you.

If you need more than one copy of your transcript you are allowed to make copies for your personal records.

EXIT   **REQUEST A DIFFERENT TRANSCRIPT**

Option 3: Fill Out Form 4506-T

To submit request via mail, you must fill out Form 4506-T available here. If you do not have a printer, request Case Manager to mail a copy of the form. Completed forms must be mailed or faxed to the IRS at the following address:

By Mail:
Internal Revenue Service
RAIVS Team
P.O. Box 9941
Mail Stop 6734
Ogden, UT 84409

By Fax:
(855) 298-1145

Option 4: Schedule an Appointment at the IRS Office

In the case IRS is unable to verify your identity or past records, it may be necessary to schedule an in-person appointment at your local IRS office. Find the nearest IRS office here. Schedule appointments by calling (844) 545-5640.

Sacramento Office
4330 Watt Ave
Sacramento, CA 95821

Option 5: Call to Request by Mail

The IRS has automated self-service phone that can be used to order a Tax Return Transcript. Call (800) 908-9946. Note: You will not be able to request Letter of Non-filing through phone service.

Household Income Affidavit Form – Notary Services

Applicants who did not file taxes must submit a Household Income Affidavit. You must use the notary services to verify your Household Income Affidavit. Please make sure to bring an identification card with you when visiting the notary. Here are locations to help access a notary:

- Most UPS locations offer notary services. We recommend calling in advance to check notary services are available and whether you can walk in or need an appointment. Find the nearest UPS store here. Notary service is estimated to cost $15.
- Banks and credit unions offer notary services for free or for a small charge. We recommend calling your local branch to see if they are open and have notary service available.
- American Automobile Association (AAA) members have access to free notary services. Call your local branch to see if they offer the service for you.
- Mobile notaries are available but come at an additional cost. A mobile notary will typically charge for their service in addition to their travel costs.

DMV Services

Online

DMV provides services online. Check the DMV website for a complete list of online services available here. Please note that you must create an online account with DMV to access these services.

Kiosks

Self-service kiosks are available at select locations. Check the locations and what services they offer here.

Field Office

Field offices are open and available. Visit the DMV website for latest information on field offices here.

How to Access Your Vehicle's Registration History

As part of your application, you will need to submit proof of vehicle's registration for the past two consecutive years. If you do not have records of your vehicle's registration, you can access through DMV. We recommend requesting online as it is easiest and fastest.

Request your vehicle's registration history here. When accessing your registration history on DMV website, please have the following information ready:

- Driver's license
- Last 5 digits of your vehicle's VIN
- License plate
- Credit or debit card information

You may also request vehicle's registration via mail by completing this form here.

How to Change Your Address on Driver's License

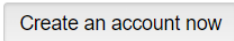Your address on your driver's license must match your current address. If it does not, please update your address with DMV here. We recommend updating address online as it is easiest and fastest. You will need to sign in to your DMV online account. Please have the following information ready:

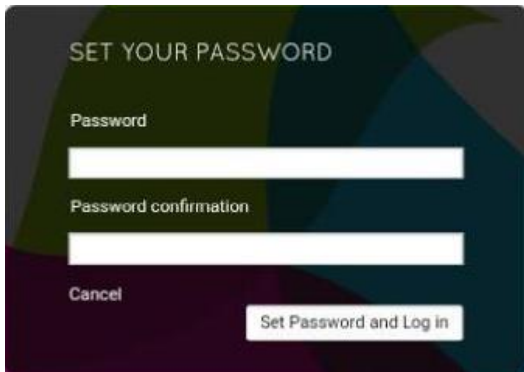- Your old address
- Your current or new address

How to Create a Fluxx Account

To be considered for funding, you must create a Fluxx account and complete an online application. Follow instructions below to start. If you need a paper application, please email our case management team at cc4a@energycenter.org.
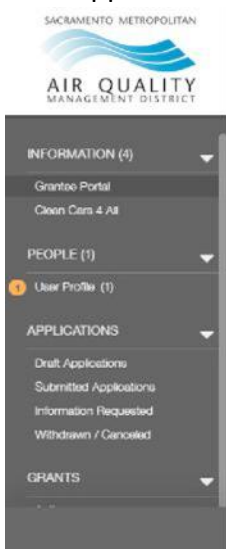
1. Create a user account in Fluxx to begin your online application here.
2. Click on "Create an Account Now."

   Create an account now

3. Enter your information. Then, click "Submit Request."
4. You will receive an email to verify your account and to create your password. If you do not see an email in your inbox, check your spam folder.
5. Set your password and click "Set Password and Login." You will use your username and password to access your application.

6. Start application by clicking "Apply for a Clean Cars 4 All Grant."

   The links under each category on the left side of the page represent your user or organization information at c in the application/grant cycle.

Tips on Filling Out Your CC4A Application

We suggest the following tips to successfully submit your application:

- Complete the application using a computer or smartphone device.
- Remember to click "Save" periodically to save your application. You can save your application and return later. Keep in mind you will need to login again.
- Complete the entire application BEFORE you click "Submit." The application will not allow you to submit until you have filled out each section of the application.
- You must upload at least one document or image to the Documents section.
- If you need access to other information while filling out your application, we recommend doing so on a different tab in your browser.