Habitat for Humanity®
of Butte County

Printing Resources:

1. Butte County Libraries

Branch	Chico Library	Paradise Library	Oroville Library
Hours	Tues. | 10am - 6pm Thurs. | 9am - 6pm Fri. | 9am - 5pm Sat. | 10am - 5pm	Tues. | 10am - 6pm Sat. | 10am - 5pm	Wed. | 9am - 5pm Thurs. | 10am - 5pm Fri. | 10am - 5pm Sat. | 10am - 5pm
Location	1108 Sherman Avenue, Chico, CA 95926	5922 Clark Road, Paradise, CA 95969	1820 Mitchell Avenue, Oroville, CA 95966
Exact hours and additional library locations available at https://www.buttecounty.net/bclibrary/locations			

2. Office Depot

Store	Office Depot Chico
Hours	Mon. - Fri. | 8am - 9pm Sat. | 9am - 7pm Sun. | 10am - 6pm
Location	2071 DR. MARTIN LUTHER KING PK Chico, CA 95928
More information regarding in store printing at https://www.officedepot.com/l/print-and-copy/self-service-printing	

3. Habitat Office - BY APPOINTMENT ONLY

	Habitat for Humanity Office
Hours	Mon. | 9am-5pm Tues-Friday. | 10am - 5pm Sat.-Sun | Closed
Location	220 Meyers St, Chico, CA, 95928
For more information or to make an appointment please call (530)343-7423	

Habitat for Humanity brings people together to build homes, communities, and hope.
Location: 220 Meyers St., Chico, CA 95928 Mailing: PO Box 3073, Chico, CA 95927 Office Phone: (530) 343-7423 ReStore Phone: (530) 895-1271 Web: buttehabitat.org

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Scanning Resources:

1. Habitat Office - <mark>BY APPOINTMENT ONLY</mark>

2. Genius Scan App - Available for both Android and iPhones
    a. Instructions:
        i. Open app and click the + button left of the screen
        ii. Point and shoot at the page (it will automatically scan once it's focused)
        iii. Once the page is scanned you can click the check mark at the bottom of the screen if it looks good. If not, you can click Cancel.
        iv. If you click the check mark, it will bring you to the "Export Document" page.
            1. If you click "other apps" it will allow you to select gmail or text message to send it.
        v. Send it to the intended recipient by whatever method you select.

Signing Resources:

1. SignNow app

2. Habitat Office - <mark>BY APPOINTMENT ONLY</mark>

Historical Tax Return Resources:

1. Create IRS account
    a. Instructions
        i. Go to https://www.irs.gov/payments/your-online-account
        ii. Click on "Sign into your online account"
        iii. Create your ID.me account
            1. You will need an SSN and a Government Issued ID
        iv. Once you have an account and have logged in go to the **Records** section and click **View Tax Records**
        v. Scroll down until you see **Get Transcripts Online** and click **Get Transcript**
        vi. You will need to *select a reason you need a transcript* but you do not need a customer file number. Then click **GO**

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    vii.   Once you are on the page with your transcripts you can either select **Return Transcript** (for your tax return) and a specific year or for your W-2's you can click **Wage & Income Transcript** and the year.

    viii.   Once you select the type of document you should be able to download it and send it via email or print it.