# **STATE OF HAWAII**

## **BASIC BUSINESS APPLICATION**

(Note: Form BB-1 can be filed electronically through Hawaii Business Express at **hbe.ehawaii.gov**)

TYPE OR PRINT LEGIBL	•	in Jugit Flawaii Di	иоппозо шхрп	cos at mbe	gov	' Identifi	cation number		
Type of application (Check the		best describes your	purpose in filing	g this applica	ation)	W			-
☐ General Excise/Use	☐ GE One-Tim		Seller's Colle		☐ Use Tax Only		gistration Number		
☐ Transient Accommodations	☐ Liquid Fuel [	Distributor	Retail Tobacco F	Permit [	Liquor	011108	jionanon rambor		
☐ Employer's Withholding	☐ Liquid Fuel F	Retail Dealer 🗆 (	Cigarette and	Tobacco	(Non-Retail)				
☐ Unemployment Insurance	☐ Rental Motor	Vehicle, Tour Ve	hicle, and Ca	ar-Sharing	Vehicle				
2. Taxpayer's/Employer's Name	(Individuals, enter L	ast, First, Middle	Initial)		3. Trade nar	ne or doin	g business as (DB	A) nar	ne, if any
4. FEIN	5. Type of c	· ·	ole Proprietorshi		•	1 S Corpora	\ 1		
	☐ Feder	,		'	ited Partnership		☐ Single-Me	ember	LLC
6. Date Business Began in Hav	vaii (MM/DD/YYYY)	7. Date of Orga	anization (MM	/I/DD/YYY	Y)	8. State of Organization			
9. Accounting period, check of	only one	10. Accounting	g method, cl	heck only	one	11. NAICS(See Instructions) and business activity			I business activity
☐ Calendar Year		☐ Cash	☐ Accrua	al					
☐ Fiscal Year ending (мм/DD	) /								
12. Mailing address C/O		Stre	eet address o	or P.O. Box		City	Sta	ate	Postal/Zip Code
13. Physical location of busines	s in Hawaii Stree	et address				City	Sta	ate	Postal/Zip Code
f no physical business locati	on in Hawaii, provide	e the name, addre	ess, and tele	phone nur	nber of the ind	ividual per	forming services in	n Haw	aii
15. Phone Number Business	<u> </u>	Residential		Fax		E	-mail address		
( )		( )		(	)				
16. For GE One-Time Event app	licants ONLY: Name	of the Event (Se	e Instructions	s)					
17. Does all or part of this busine	ess qualify for a disa	bility exemption?	(See Instr	uctions)	□ Ye	s 🗆 N	lo		
<ul><li>17. Does all or part of this busine</li><li>18. Name of Parent Corporation</li></ul>		19. Parent Co	rp.'s FEIN	<b>20.</b> Par	ent Corporatio	n's Mailing	g Address		
21. List all sole proprietors, partr	ners, members, or co	rporate officers (	See Instructi	ions) ATTA	CH A SEPARA	TE SHEET	OF PAPER IF MOF	RE SPA	CE IS REQUIRED
SSN Na	ame (Last, First, Midd	le Initial)	Title		Residen	tial Addres	s	Co	ntact Phone No.
								(	)
22.(a) Did you acquire an existi	-		<b>23.</b> No. of e	stablishmen	ts or branches in	Hawaii 24	e employme	ent beg /	gan in Hawaii
<ul><li>(b) If yes, was □ all or □ p</li><li>(c) When was it acquired? _</li></ul>			<b>25.</b> No. of e	mployees or	n date employmer	nt began <b>26</b>	. Date first wages	s paid	in Hawaii
(d) Previous owner's/business' na			,				/	/	
and UI Account No. (If you ar	swered "No" to (a) enter		<b>27.</b> If no e	mployees	, when do you	anticipate	hiring employees?	•	
<ul> <li>28. How many Retail Tobacco Permits locations that are vehicles, include</li> <li>29. Attach a list, by island, of the addr car-sharing vehicle (RVST) and</li> <li>30. (a) How many TA units are y</li> <li>1-5 units</li> <li>6 or n</li> </ul>	are you applying for?	Attach a list o	of (1) the name	and address	of each retail loc	ation you are	e obtaining a permit for	, and <b>(2</b>	!) for those retail
locations that are vehicles, include	the Vehicle Identification		. ,			-		•	•
29. Attach a list, by island, of the addr	ress(es) of your rental rea	al property, noting <b>TA</b>	A, if transient ac	commodatio	ns, and/or the ad	dress(es) of	your rental motor vehic	cle, tour	vehicle, or
car-sharing vehicle (RVST) and	your Liquid Fuel Retail D	ealer's Permit ( <b>Fue</b>	l) business loca	ations, noting	g the location as e	either RVST	, or <b>Fuel</b> .		
30. (a) How many TA units are y	ou registering for?	33. Enter	the amount f	rom line <b>j.</b>	of the registra	tion fee wo	orksheet on the		
☐ 1-5 units ☐ 6 or n	nore units	back o	of the form he	ere and on	the Total Payr	nent line fo	or		
(b) Date TA activity began in	Hawaii	Form \	VP-1, Tax Pa	yment Vou	icher. Attach F	orm VP-1	to this form.	\$	
/		34. Enter t	the amount fr	om line <b>q.</b>	of the registrat	ion fee wo	rksheet on the		
31. Date RVST activity began in	Hawaii				the Total Paym				
//					oucher. Attach			\$	
<b>32. Filing period</b> , Check 1 box for							33 and 34. Attach		
Tax Type Mo	Qtr Semi		_		e payable to "H			\$	
a) GE/Use		COLL	ECTOR" In C	J.S. dollars	s drawn on any	/ U. S. Ban	IK	Ψ	
b) GE One-Time Event							ified to be correct t		
c) TA		knowledge	and delief o	i ine unde	rsigned who is	duly auth	orized to sign this	applic	auon.
d) RVST									
e) WH	nlication to:	Signature of	f Owner. Partne	er or Memb	er, Officer, or Ag	ent			
Mail the completed ap HAWAII DEPARTMI		_	- ,		,, 19	-			
PO Box 1425		Drint Name					la .		D-t-

P.O. Box 1425 Honolulu, HI 96806-1425

#### PURPOSE OF FORM

Use this form to obtain:

- A Hawaii Tax Identification Number (Hawaii Tax ID) and to register for various tax licenses and permits with the Department of Taxation (DOTAX).
- 2. An employer account identification number (also known as a Department of Labor (DOL) number) and to register for unemployment insurance (UI) with the DOL.

#### WHO MUST FILE

File this form if any of the following apply:

- You plan on doing business in Hawaii, including self-employed individuals.
- You have or plan to have employees in Hawaii.

#### SPECIFIC INSTRUCTIONS

(**NOTE:** Reference to "spouse" also means "civil union partner".)

**Line 1.** Check the box for each license/permit for which you are registering.

- General Excise (GE)/Use Check this box if you intend to engage in business in Hawaii, including but not limited to manufacturing, producing, selling goods, providing services, leasing real or personal property, providing construction contracting services, licensing intangibles, or earning commissions.
- **GE One-Time Event** Check this box if you are applying for a one-time event license such as a fundraiser, exhibition, or conference.
- Use Tax Only Check this box if you are a business not subject to the GE tax, such as certain public service companies, but are subject to the use tax.
- Seller's Collection Check this box if you are an out-of-state business not subject to the GE/Use taxes and volunteer to collect the 4% or 4.5% use tax from your Hawaii customers.
- Transient Accommodations (TA) Check this box if you rent a transient accommodation (for example, a house, condominium, hotel room) to a transient for less than 180-consecutive days. If you are a time share plan manager, file Form TA-40 (instead of Form BB-1) to register for TA.
- Employer's Withholding (WH) Check this box if you will be withholding Hawaii income tax from your employees' wages.
- Unemployment Insurance (UI) Check this box if you have, or plan to have, one or more employees. You must register with the UI Division of the DOL within twenty (20) days after services in employment are first performed.
- Liquid Fuel Distributor Check this box if you refine, manufacture, produce, or compounds liquid fuel in the state with the intention of selling or using the liquid fuel in the state.
- Liquid Fuel Retail Dealer Check this box if you purchase liquid fuel from licensed distributors with the intention of selling the liquid fuel to consumers.
- Rental Motor Vehicle, Tour Vehicle, and Car-Sharing Vehicle (RVST)
   — Check this box if you intend to rent out motor and/or tour vehicles or operate a car-sharing organization.
- Retail Tobacco Permit Check this box if you intend to sell cigarettes and tobacco products to consumers.
- Cigarette and Tobacco (Non-Retail) Check this box if you intend to be a dealer or wholesaler of cigarettes and tobacco products.
- Liquor Check this box if you intend to be a manufacturer or wholesaler of liquor.

Line 2. Enter your legal name. Your name should match the name on your tax return

- Sole proprietorship. Enter your last name, first name, and middle initial. If you changed your last name without informing the Social Security Administration (SSA), include your last name in parentheses as shown on your social security card. For example, Garcia (Smith), Maria K.
- Corporation, S Corporation, general or limited partnership, limited liability company (LLC) including a single-member LLC. Enter the entity's legal name as shown on the entity's organizing document (such as your articles of incorporation, partnership agreement).
- Disregarded entity. Enter the disregarded entity's legal name on line 2 and the owner's name on line 21. The name on line 21 should match the owner's name on the owner's income tax return. For example, if an individual owns a single-member LLC that is disregarded for federal income tax purposes, report the individual owner's name on line 21. If

#### REGISTRATION FEE WORKSHEET

Check the applicable boxes below for each license and permit you registered for on line 1. Then enter the fee(s) in the total column. Use the instructions below to complete this worksheet. Fees are due when you file Form BB-1

- <sup>1</sup> Enter the effective date of your license.
- <sup>2</sup> This fee must be paid annually.

**Lines a or b.** If you are a nonprofit organization that paid the \$20.00 registration fee with Form G-6 or G-6S, enter "0" in the space provided.

**Lines m - n.** Select your type of license. If you are a wholesaler or dealer who also sells at retail, check the applicable boxes on lines m and n.

Line n. Enter the number of your retail locations. Multiply that number by \$20 and enter the amount in the Total column.

Line o. Check the boxes to indicate the activities you engage in.

Туре	Fee	Total				
General Excise/Use — Lines a - d. Select one type of license.						
a.   GET/Use Tax	\$20.00					
b.   GE One-Time Event 1	\$20.00					
c. $\square$ Use Tax Only1	\$0.00					
d. $\square$ Seller's collection/1	\$0.00					
Transient Accommodations — Lines e - f. Select the number of TA units.						
e. □ 1-5 units or	\$5.00					
f. $\square$ 6 or more units	\$15.00					
g.   Unemployment (UI)	\$0.00					
h.   Withholding	\$0.00					
i. 🗆 RVST	\$20.00					
j. Add lines a - i and enter the total here and						
Liquor — Enter your county liquor license no						
k.   Manufacturer or /1	\$2.502					
I.   Wholesaler 1	\$2.502					
Cigarette & Tobacco —/1						
m. □ Non-Retail: □ Dealer or □ Wholesaler	\$2.502					
n. □ Retail Tobacco Permit Number of retail locations x \$20	\$20.002					
o.   Liquid Fuel Distributor  Produce Refine Manufacture Compound	\$0.00					
p.   Liquid Fuel Retail Dealer/1	\$5.00					
q. Add lines k - p and enter the total here and on line 34						

the owner is also a disregarded entity, enter the first owner that is not disregarded for federal income tax purposes. Even though an entity may be disregarded for income tax purposes, it is treated as a separate entity and must obtain its own license and file its own tax returns for all other state taxes including GE, TA, Fuel, RVST, liquor, cigarette and tobacco tax.

Line 3. Enter your trade name or doing business as (DBA) name, if any.

**Line 4.** Enter your Federal Employer Identification Number (FEIN). All businesses (except sole proprietorships with no employees) and nonprofits must have a FEIN. If you are not required to have a FEIN, leave this box blank. If you are a subsidiary member of a controlled group of corporations, complete lines 18, 19, and 20. If you are a sole proprietorship or a single-member LLC, please complete line 21.

**Line 5.** Check the box to indicate your the federal income tax classification. If you are a trust, an estate, limited liability partnership (LLP), nonprofit organization, disregarded entity, or any other entity not listed, please check the "Other" box and write your business entity type.

FORM BB-1 (Rev. 2015)

# **STATE OF HAWAII**

# **BASIC BUSINESS APPLICATION**

(Note: Form BB-1 can be filed electronically through Hawaii Business Express at hbe.ehawaii.gov)

T١	PE OR PRINT LEG	IBLY	-	_							
1.	Type of application (Chec	k the appropria	te box(es) that	best describes	your purpose in fili	ing this applica	ation)				
	General Excise/Use										
	Transient Accommodation										
	Employer's Withholding		iquid Fuel F	Retail Dealer	☐ Cigarette ar	nd Tobacco	(Non-Retail)				
	Unemployment Insurance	e 🗆 F	Rental Motor	Vehicle, Tou	r Vehicle, and C	Car-Sharing	Vehicle				
2.	Taxpayer's/Employer's N	lame (Individ	uals, enter L	ast, First, Mic	ddle Initial)		3. Trade nar	ne or doing busir	ness as (DBA)	name, if any	
4.	FEIN		5. Type of o	wnership $\Box$	Sole Proprietors	ship 🗆 Co	rporation D	S Corporation	Other (Explain	)	
			☐ Federa	•							
6.	Date Business Began in	Hawaii (MM/	/DD/YYYY)	7. Date of C	Organization (M	1M/DD/YYY	Y)	8. State of Orga	anization		
9.	Accounting period, che	eck only one		10. Accour	nting method,	check only	one	11. NAICS(Se	e Instructions)	and business	activity
	☐ Calendar Year				□ Cash □ Accrual						
	☐ Fiscal Year ending (м	M/DD) /									
ш	. Mailing address	C/O			Street address	or P.O. Box	:	City	State	e Postal/Z	ip Code
H H 13 당	. Physical location of bus	siness in Haw	raii Stree	t address				City	State	e Postal/Z	ip Code
d 14 0 0	. If no physical business lo	ocation in Ha	waii, provide	the name, a	ddress, and tel	lephone nur	nber of the inc	lividual performin	g services in I	Hawaii	
Z T 15	15. Phone Number Business Resid				esidential Fax E-mail address			address			
	(	)		( )		(	)				
<del>&gt;</del> 16	. For GE One-Time Event				<u> </u>	ns)					
<u>≨</u> 17	. Does all or part of this b	usiness quali	fy for a disal	cility exemption	on? (See Ins	tructions)	□ Ye	es 🗆 No			
ш	. Name of Parent Corpora	ation		19. Parent	t Corp.'s FEIN	<b>20.</b> Par	ent Corporation	on's Mailing Addr	ess		
Q 21 V 21	List all sole proprietors, p	partners, me	mbers, or co	rporate office	ers ( <i>See Instruc</i>	ctions) ATTA	CH A SEPARA	TE SHEET OF PA	PER IF MORE	SPACE IS RE	QUIRED.
# <u> </u>	SSN	Name (Las	t, First, Middl	e Initial)	Title		Resider	ntial Address		Contact Phor	ne No.
님_									(	)	
ORDER 22	.(a) Did you acquire an	avietina huei	nass? $\square$ V	as II No	<b>23.</b> No. of	f establishmen	ts or branches in	Hawaii <b>24.</b> Dat	e employment	began in Hav	vaii
	(b) If yes, was □ all or	-							/	/	
Ž	(c) When was it acquire				(YYY) <b>25.</b> No. of	f employees or	n date employme	nt began <b>26.</b> Dat	e first wages p	aid in Hawaii	
≦	(d) Previous owner's/busine								/	/	
OR MONEY	and UI Account No. (If y						, ,	anticipate hiring			
<u>က်</u> 28	. How many Retail Tobacco Pe	ermits are you a	pplying for?	Attach a	list of (1) the name	e and address	of each retail loc	ation you are obtain	ng a permit for, a	nd (2) for those r	etail
	locations that are vehicles, ir	nclude the Vehic	le Identification	Number (VIN)	of each vehicle. H	lave you ever	been cited for e	ither a tobacco and	l/or liquor violat	ion? □ Yes □	□ No
도 29	. Attach a list, by island, of the	address(es) of	your rental rea	I property, notin	g <b>TA</b> , if transient a	accommodatio	ons, and/or the ad	ldress(es) of your rer	ntal motor vehicle	, tour vehicle, or	
ATTACH CH 29 30	car-sharing vehicle (RVST)	and your Liqui	d Fuel Retail D		· · · · · · · · · · · · · · · · · · ·						
<b>⊨</b> 30	. (a) How many TA units a	are you regis	tering for?			•	ŭ	ition fee workshe	et on the		
•	☐ 1-5 units ☐ 6 or more units				back of the form here and on the Total Payment line for						
	(b) Date TA activity bega	an in Hawaii		-				Form VP-1 to this		\$	
	/	/		-			ŭ	tion fee workshee			
31	. Date RVST activity bega	n in Hawaii					,	ent line for Form	· · ·	φ	
	/	/		_				h Form VP-2 to th		\$	
32	. Filing period, Check 1 bo			0.5				Add lines 33 and			
	• •	<u>/lo Qtr</u>	<u>Semi</u>		-			HAWAII STATE TA	4.X	\$	
	,				OLLECTOR" in	i U.S. dollars	s drawn on an	y U. S. Barik		Ψ	
	,		П					ereby certified to			e
	,			KIIOWIE	and bellet	or trie uride	isigned wild is	s duly authorized	to sign this ap	φιισαιίση.	
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_	Mail the complete		n to:	 Signatu	re of Owner, Part	tner or Memb	er, Officer, or Ac	jent			
	HAWAII DEPAR			_	- ,						
	P.O. Box 1425				Print Name			Title		Date	
	Honolulu, HI 96	806-1425									02
										Form BB-1	

**Line 9.** Check the box to indicate your annual tax accounting period. If you use a fiscal year, enter your fiscal year end month and day (MM/DD).

- Calendar Year 12 consecutive months (01/01 through 12/31).
- Fiscal Year 12 consecutive months ending on the last day of any month except December. It also includes a fiscal year that varies from 52 to 53 weeks that may not end on the last day of the month.

Line 10. Check the box to indicate your accounting method.

- Cash Check this box if you report your income when you actually
  or constructively receive it. For example, if you performed a service in
  March and received payment in May, you would report the income in
  May when you received the payment.
- Accrual Check this box if you report your income when it is earned. For
  example, if you performed a service in February and received payment
  in April, you would report the income in February when you earned it.

Line 11. List your 6-digit North American Industry Classification System (NAICS) code and principal business activity. Your NAICS code is the business or professional activity code that you will report on your federal income tax return. The codes are online at http://www.census.gov/eos/www/naics/ or in the federal income tax return instructions. If you have multiple activities, list the percentage of your gross receipts that each activity represents. If you need more space, attach a separate sheet.

- Example 1: 541110 Legal services
- Example 2: 236110 Building construction (single-family residential 70%, hotel 10%, commercial 10%, industrial 10%).

**Line 16.** For GE One-Time Event applicants ONLY, enter the name of your event (e.g., XYZ Learning Center's Desktop Publishing Conference).

**Line 17. Disability Exemption** — A blind, deaf or totally disabled person may exempt \$2,000 of gross income from GET. All other gross income is subject to 0.5% GE tax. To apply, file Form N-172 with DOTAX.

- If Form N-172 was approved, check YES and attach a copy of your approval letter.
- If Form N-172 was not approved or not filed, check NO.

**Line 21.** Provide the information below based on the type of ownership you selected on line 5.

- Sole proprietorship. List the proprietor's and the spouse's (if applicable) social security number (SSN), name, title (owner or spouse), residential address, and contact telephone number.
- General or limited partnership. List each partner's SSN, title, residential address, and contact telephone number. If the partner is not an individual, enter the partner's FEIN.
- Corporation, S Corporation, or Other including a nonprofit organization. List each officer's SSN, name, title, residential address, and contact telephone number.
- Single-member LLC or LLC. List each member's SSN, name, title, residential address, and contact telephone number. If the member is not an individual, enter the member's FEIN.
- Federal agency or fiduciary. Line 21 is optional.

Line 22. If you have succeeded to the business of another employer, you may acquire your predecessor's experience record for UI tax purposes if:

- Form UC-86, "Waiver of Employer's Experience Record", is filed within sixty (60) days after the date of acquisition or by March 1 of the following year; and
- The predecessor cleared all contributions and reports due to the UI Division.

If these conditions are met, the predecessor's rate is assigned immediately to your account. However, if the Form UC-86 is filed after sixty days but by March 1 of the next year, the experience record of the predecessor and successor employers will be combined to determine your rate for the following calendar year. Contact the nearest UI office to obtain Form UC-86.

Line 26. Enter the date you hired or anticipate hiring employees. If you do not anticipate hiring any employees, enter "N/A".

**Line 28.** You must obtain a separate retail tobacco permit for each retail location (including vehicles) where you sell retail tobacco products. You must conspicuously display your permit at your retail location at all times. If your retail location is a vehicle, you must have your permit in the vehicle.

**Line 32. FILING PERIOD** — Estimate your annual tax liability for each tax type you registered for on line 1. Then use the table below to select a filing period. You may choose a more frequent filing period than required, but may not choose a less frequent filing period. You may find it convenient to use the same filing period for your GE/Use, TA, and RVST taxes.

**UI Contributions** must be filed quarterly.

Liquor, Cigarette and Tobacco, and Liquid Fuel taxes must be filed monthly.

Туре	Annual Estimated Tax Liability	Filing period
GE/Use	\$0 — \$2,000	Semiannual
TA	\$2,001 — \$4,000	Quarterly
RVST	More than \$4,000	Monthly
GE One-Time Event		Monthly
Withholding	\$5,000 or less	Quarterly
Withholding	More than \$5,000	Monthly

#### SIGNATURE LINE -

An owner, partner or member, corporate officer, or authorized agent (e.g., CPA or attorney) with a power of attorney, must sign and date the application.

#### SUBMITTAL OF FORM —

Please retain a copy of your application for your records.

If you file in person, you will receive a Hawaii Tax ID immediately.

To file by mail, please mail the original application (both pages) to the DOTAX address listed below. Your application will be processed in approximately 3 to 4 weeks. If you have or plan to have employees, your application will be forwarded to the Department of Labor and Industrial Relations' UI Division. The UI Division will send you an employer account identification number and post registration packet within two weeks.

#### **UNEMPLOYMENT INSURANCE**

An individual or organization which has, or plans to have, one or more employees must register with the UI Division within twenty (20) days after services in employment are first performed. If an employing unit is subject to the provisions of Chapter 383, Hawaii Revised Statutes, it will be assigned an employer account identification number, also commonly known as the Department of Labor (DOL) number. A post registration packet will then be issued which includes quarterly contribution forms.

#### FAMILY OWNED CORPORATIONS

A family-owned corporation with no more than two (2) family members related by blood or marriage who, as the only employees, each own at least fifty (50) percent of the shares issued by the corporation, may apply for exclusion from UI coverage provided an application is filed and qualifying

requirements are met. To elect this exclusion option, Form UC-336 should be obtained from and submitted to the nearest UI office. This exclusion shall be effective the first day of the calendar quarter in which the application is filed with the DOL.

#### NONPROFIT ORGANIZATIONS

Nonprofit organizations qualifying for income tax exemption under Section 501(c)(3) of the Internal Revenue Code may self-finance benefits to their employees on a reimbursable basis. If further details are required, please contact the UI Office in your county.

#### LIMITED LIABILITY COMPANIES (LLCs)

If IRS Forms 8832 and/or 2553 were filed, attach a copy of the form(s).

#### WHERE TO GET INFORMATION

HAWAII DEPARTMENT OF TAXATION
P.O. Box 259
Honolulu, HI 96809-0259
Tel. No.: 808-587-4242
Toll-Free: 1-800-222-3229
Telephone for the Hearing Impaired
808-587-1418
1-800-887-8974 (toll-free)
tax.hawaii.gov

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
Unemployment Insurance Division
830 Punchbowl St., Room 437
Honolulu, HI 96813
Tel. No.: 808-586-8913
\_\_\_\_\_808-586-8914

labor.hawaii.gov

FORM **VP-1** (REV. 2015)

# STATE OF HAWAII — DEPARTMENT OF TAXATION GENERAL EXCISE/USE, EMPLOYER'S WITHHOLDING, TRANSIENT ACCOMMODATIONS AND RENTAL MOTOR VEHICLE, TOUR VEHICLE & CAR-SHARING VEHICLE SURCHARGE

### TAX PAYMENT VOUCHER

#### GENERAL INSTRUCTIONS

#### **CHANGES YOU SHOULD NOTE**

The mailing address for the general excise/use tax payments has changed. Mail only the general excise/use tax payments to **P.O. Box 1730, Honolulu, HI 96806-1730**.

#### INTERNET FILING

Form VP-1 can be filed and payment made electronically through the State's Internet portal. For more information, go to **tax.hawaii.gov/eservices/**.

#### PURPOSE OF FORM

Use this form if you are submitting Form BB-1 or BB-1X, or when you send a payment to the Department of Taxation for your general excise/use, employer's withholding, transient accommodations, and rental motor vehicle, tour vehicle & car-sharing vehicle surcharge taxes. Using Form VP-1 allows us to process your payment accurately and efficiently.

#### **HOW TO COMPLETE FORM**

- 1) Print your name in the space provided.
- Enter the last 4 digits of your FEIN or SSN in the space provided.
- 3) Check the appropriate "Tax Type" box.
- 4) Check the appropriate "Filing Type" box and fill in the period or year in the space provided.

If you are filing a Form BB-1 or BB-1X, check the box "License Fee". Enter the last day of your first filing period. (e.g., you are a calendar year quarterly filer and began business on January 21, 2016, your first filing period end date is 03/31/16)

- 5) Print your Hawaii Tax I.D. No. and the amount of your payment in the space provided. If you are applying for a new number, please leave this area blank.
- 6) Make your check or money order payable in U.S. dollars to the "Hawaii State Tax Collector". Make sure your name, tax type, filing period, and Hawaii Tax I.D. No. appear on your check or money order. Do not postdate your check. Do not send cash.

#### WHERE TO FILE

Detach Form VP-1 along the dotted line. If you are filing Form BB-1 or BB-1X, attach your payment and Form VP-1 to the front of your form and send it to the Forms BB-1 and BB-1X mailing address noted below. If you are making a tax payment, send the Form VP-1 and your payment to the mailing address noted below for the type of tax you are paying. The mailing addresses are as follows:

GENERAL EXCISE/USE TAX
HAWAII DEPARTMENT OF TAXATION
P.O. BOX 1730
HONOLULU, HI 96806-1730

WITHHOLDING TAX HAWAII DEPARTMENT OF TAXATION P.O. BOX 3827 HONOLULU, HI 96812-3827

TRANSIENT ACCOMMODATIONS TAX AND RENTAL MOTOR VEHICLE, TOUR VEHICLE & CAR-SHARING VEHICLE SURCHARGE TAX HAWAII DEPARTMENT OF TAXATION P.O. BOX 2430

FORMS BB-1 and BB-1X HAWAII DEPARTMENT OF TAXATION P.O. BOX 1425 HONOLULU, HI 96806-1425

HONOLULU, HI 96804-2430

Form (Rev. 2015)

**DETACH HERE** 

VP-1

STATE OF HAWAII — DEPARTMENT OF TAXATION

TAX PAYMENT VOUCHER

DO NOT WRITE OR STAPLE IN THIS SPACE



XBF151

DO NOT SUBMIT A PHOTOCOPY OF THIS FORM

Name (Please print):\_

Tax Type (check only 1)

General Excise (GE)

Transient Accommodations (TA)

Hawaii Withholding (WH)

Rental Motor, Tour & Car-Sharing Vehicles (RV) Filing Type (check only 1) Enter Date as MM DD YY

License Fee

1st Period End Periodic Return

Period Begin

Period End

Annual Return Tax Year Begin

Tax Year End

Print the amount of your payment in the space provided. ATTACH THIS VOUCHER WITH CHECK OR MONEY ORDER PAYABLE TO "HAWAII STATE TAX COLLECTOR" Write the tax and filing types, and your Hawaii Tax I.D. Number on your check or money order.

Last 4 Digits of Your FEIN or SSN

Hawaii Tax I.D. Number

W

Amount of Payment

# STATE OF HAWAII — DEPARTMENT OF TAXATION MISCELLANEOUS TAXES PAYMENT VOUCHER GENERAL INSTRUCTIONS

#### INTERNET FILING

Form VP-2 can be filed and payment made electronically through the State's Internet portal. For more information, go to tax.hawaii.gov/eservices/.

#### **PURPOSE OF FORM**

Use this form when you send your payment to the Department of Taxation for:

- a) Registration fees to register for the:
  - · Liquor Tax,
  - · Cigarette and Tobacco Tax, or
  - Fuel Taxes

on Forms BB-1 or BB-1X.

- b) Payment of taxes to specific periods for:
  - Liquor,
  - Tobacco,
  - Fuel,
  - · Franchise.
  - · Public Service Company, or
  - Estate Taxes

Using Form VP-2 allows us to process your payment accurately and efficiently.

#### **HOW TO COMPLETE FORM**

- 1) Print your name in the space provided.
- 2) Enter the last 4 digits of your FEIN or SSN in the space provided.
- 3) Check the appropriate "Tax Type" box.
- **4)** Check the appropriate "Filing Type" box and fill in the period or year in the space provided.
  - If you are filing a Form BB-1 or BB-1X, check the box "License Fee". Enter the last day of your first filing period. (e.g., you are a calendar year quarterly filer and began business on January 21, 2015, your first filing period end date is 03/31/15).
- 5) Print your Hawaii Tax I.D. No. and the amount of your payment in the space provided. If you are applying for a new number, please leave this area blank.
- 6) Make your check or money order payable in U.S. dollars to the "Hawaii State Tax Collector". Make sure your name, tax type, filing period, Hawaii Tax I.D. No., and daytime phone number appear on your check or money order. Do not postdate your check. Do not send cash.

#### WHERE TO FILE

Detach Form VP-2 along the dotted line. Attach your payment and Form VP-2 to the front of your form and send to the following mailing address:

HAWAII DEPARTMENT OF TAXATION P.O. Box 1530 HONOLULU, HI 96806-1530

Form VP-2 (Rev. 2014)	— — — — DETACH HERE — - STATE OF HAWAII — DEPARTMENT OF TAXATION MISCELLANEOUS TAX PAYMENT VOUCHER	DO NOT WRITE OR STAPLE IN THIS SPACE
Name (Please print):	☐ Bill Payment for:  Period Begin///	Last 4 Digits of Your FEIN or SSN  Hawaii Tax I.D. Number  Amount of Payment  Print the amount of your payment in the space
	Period End  Estate Extension Payment  Date of Death  Extension to Date  Date of Date	provided. ATTACH THIS VOUCHER WITH CHECK OR MONEY ORDER PAYABLE TO "HAWAII STATE TAX COLLECTOR". Write the tax and filing types, your Hawaii Tax I.D. Number, and daytime phone number on your check or money order.