

## HOW TO COMPLETE YOUR PERIODIC RENTAL MOTOR VEHICLE AND TOUR VEHICLE SURCHARGE TAX RETURN (FORM RV-2)

### CHANGES TO NOTE

The deadline for filing Form RV-2 and paying the tax due is the twentieth (20th) day of the calendar month following the close of the filing period. For more information, see Tax Announcement No. 2010-02 on our website. (Act 22, Session Laws of Hawaii (SLH) 2010)

Act 226, SLH 2008, extended the \$3 per day rate to August 31, 2011. On September 1, 2011, the rate reverts back to \$2 per day.

### INTRODUCTION

The rental motor vehicle and tour vehicle surcharge tax (RV tax) contains two separate taxes with different tax rates. The rental motor vehicle surcharge tax is levied at the rate of \$3 per day or a portion of a day for the period of September 1, 1999 to August 31, 2011 and \$2 per day or a portion of a day after August 31, 2011 on the lessor of any rental motor vehicle. The tour vehicle surcharge tax is imposed on tour vehicle operators for use of a vehicle on a monthly basis, or a portion of a month at the following rates:

- \$65 - Over 25 passenger tour vehicle; and
- \$15 - 8 to 25 passenger tour vehicle.

RV tax returns (Form RV-2) are filed monthly, quarterly, or semiannual basis depending on the amount of a person's tax liability. **Form RV-2 is due with payment on or before the 20th day of the calendar month following the close of the filing period.** For example, if your filing period ends on January 31st, then your return and payment will be due on February 20th. An annual return and reconciliation (Form RV-3) summarizing activity for the past year also must be filed.

Taxpayers whose liability for the RV tax exceeds \$100,000 per year are required to pay the tax by Electronic Funds Transfer (EFT).

These instructions will assist you in filling out your periodic RV tax returns (Form RV-2) correctly.

To properly enter the necessary information into our computer system, the tax returns must be filled in completely and accurately.

If a payment is being made with Form RV-2, make your check or money order payable to "Hawaii State Tax Collector." Write "RV", the filing period, and your Hawaii Tax I.D. No. on the check. Attach your check or money order where indicated on the front of Form RV-2.

### IMPORTANT!!!

Write "RV", the filing period, and your Hawaii Tax I.D. No. on your check so that it may be properly credited to your account. **If you do not have any activity, and the result is no tax liability, enter "0.00" on line 8. This periodic return must be filed.**

**Follow the example presented in italics** for a sample of how to fill out the form. The circled numbers on the sample form correspond to the steps in the instructions.

*Example: A taxpayer, BTK Rentals and Tour Vehicles (BTK), with Hawaii Tax I.D. No. W12345678-01, files its January return. BTK has twenty rental cars, two tour vehicles (8-25 passengers), and one tour vehicle (40 passengers) on Oahu. BTK also has ten rental cars on Maui. The twenty cars on Oahu were rented for 550 rental days of which 25 rental days were to lessees whose vehicles were being repaired. The cars on Oahu were, therefore, rented for a total of 525 net rental days. The ten cars on Maui were rented for a total of 270 rental days. Both of the vans and the tour bus were in service for the month of January.*


FORM RV-2 (REV. 2010)	STATE OF HAWAII — DEPARTMENT OF TAXATION <b>RENTAL MOTOR VEHICLE AND TOUR VEHICLE SURCHARGE TAX</b>	THIS SPACE FOR DATE RECEIVED STAMP  <span style="font-size: 2em; font-weight: bold;">80</span>
 RBB101		<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">2</div>
		HAWAII TAX I.D. NO. W <u>1</u> <u>2</u> <u>3</u> <u>4</u> <u>5</u> <u>6</u> <u>7</u> <u>8</u> - <u>0</u> <u>1</u> LAST 4 DIGITS OF YOUR FEIN OR SSN: <u>1</u> <u>2</u> <u>3</u> <u>4</u>
NAME <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1</span> BTK Rentals and Tour Vehicles		<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">4</div>
<input checked="" type="checkbox"/> <b>Month</b> <input type="checkbox"/> <b>Quarter</b> or <input type="checkbox"/> <b>Semiannual Period</b> Ending <u>0</u> <u>1</u> / <u>1</u> <u>1</u> (MM/YY)		<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">3</div>

fig. 2.0

### THE TOP OF THE TAX RETURN (fig. 2.0)

**STEP 1** - Write your name (taxpayer's name) in the area provided.

**STEP 2** - Enter your Hawaii Tax I.D. No. in the area provided.

**STEP 3** - Enter the last 4 digits of your FEIN or SSN in the area provided.

**STEP 4** - Place an "X" in the appropriate box to indicate the filing period (Month, Quarter, or Semiannual Period) for which the tax return is being filed and enter the filing period information with the appropriate numeric (two digit) month and year end for the last month of the filing period (e.g., Month of January 2011 = 01/11; Quarterly period of January through March 2011 = 03/11; Semiannual period of January through June 2011 = 06/11).

BTK files monthly returns, so an "X" was placed in the box labeled "MONTH" and BTK entered 01/11 for the

numeric month and year end for the month of the filing period.

ATTACH CHECK OR MONEY ORDER HERE •		COLUMN A		COLUMN B		COLUMN C	
		Rental Motor Vehicle Surcharge Tax — Enter the Number of Rental Motor Vehicle Days		Tour Vehicle Surcharge Tax — Enter the Number of Tour Vehicles Carrying 8 - 25 Passengers		Tour Vehicle Surcharge Tax — Enter the Number of Tour Vehicles Carrying 26 or More Passengers	
1	OAHU DISTRICT	5	525	6	2	7	1
2	MAUI DISTRICT	5	270				2
3	HAWAII DISTRICT						3
4	KAUAI DISTRICT						4
5	TOTALS (Add lines 1 thru 4 of Columns A, B, and C)	8a	795	8b	2	8c	1
6	RATES		\$3		\$15		\$65
7	TAXES (Multiply line 5 by line 6 of Columns A, B, and C)	9a	2,385 00	9b	30 00	9c	65 00

fig. 2.1

**COMPUTING THE TAXES** (fig. 2.1)

**STEP 5** - Column A, lines 1 through 4. Enter the number of days that your rental motor vehicles were rented during the period. If filing quarterly or semiannually, add the Rental Motor Vehicle days for each month during the period, and enter the totals on the appropriate lines.

For example, if you have five cars on Oahu and they were each rented for thirty days during the period, enter "150" (5 x 30) in Column A, line 1.

All activities must be allocated to their proper district(s). If you enter an amount on the "TOTALS" line (line 5) of any column, you must enter amount(s) which equal that total on the district allocation lines (lines 1 through 4) of that column, or we will not be able to correctly process your tax return.

*For Column A, line 1 (Rental Motor Vehicle days on Oahu), BTK has entered the net rental days of "525."  
For Column A, line 2, (Rental Motor Vehicle days on Maui) BTK has entered the net rental days of "270."*

**STEP 6** - Column B, lines 1 through 4. Enter the number of tour vehicles (8-25 passengers) used during the period for each District. If filing quarterly or semiannually, multiply the number of tour vehicles by the number of months in the period.

*In Column B, line 1, BTK has entered "2" for the number of tour vehicles for Oahu.*

**STEP 7** - Column C, lines 1 through 4. Enter the number of tour vehicles (26 or more passengers) used during the period for each district. If filing quarterly or semiannually, multiply the number of tour vehicles by the number of months in the period.

*In Column C, line 1, BTK has entered "1" for the number of tour vehicles for Oahu.*

**STEP 8a.** - Add the number of Rental Motor Vehicle Days from Column A for all districts (lines 1 through 4).

*In Column A, line 5, BTK has entered 795 rental vehicle days for the month of January.*

**STEP 8b.** - Add the number of tour vehicles from Column B for all districts (lines 1 through 4).

*In Column B, line 5, BTK has entered 2 tour vehicles for the month of January.*

**STEP 8c.** - Add the number of tour vehicles from Column C for all districts (lines 1 through 4).

*In Column C, line 5, BTK has entered 1 tour vehicle for the month of January.*

**STEP 9a** - In Column A, multiply the number entered on line 5 by the tax rate of \$3 (line 6), and enter the result on line 7.

*BTK has multiplied 795 (the number of vehicle days entered on line 5) by \$3 (the tax rate listed on line 6) to get \$2,385, which is entered in Column A, line 7 (795 x \$3 = \$2,385).*

**STEP 9b** - In Column B, multiply the number entered on line 5 by the tax rate of \$15 (line 6) and enter the result on Column B, line 7.

*BTK has multiplied 2 (the number of tour vehicles in use during the month on line 5) by \$15 (the tax rate listed on line 6) to get \$30, which is entered in Column B, line 7 (2 x \$15 = \$30).*

**STEP 9c** - In Column C, multiply the number entered on line 5 by the tax rate of \$65 (line 6), and enter the result on line 7.

*BTK has multiplied 1 (the number of tour vehicles in use during the month on line 5) by \$65 (the tax rate on line 6) to get \$65, which is entered in Column C, line 7 (1 x \$65 = \$65).*

<b>FOR LATE FILING ONLY</b> →	<b>8</b>	TOTAL TAXES DUE (Add line 7, Columns A thru C, and enter here)	<b>10</b> 2,480 00	<b>8</b>
	<b>9a</b>	PENALTY	<b>11</b>	<b>9a</b>
	<b>9b</b>	INTEREST		<b>9b</b>
ATTACH YOUR CHECK OR MONEY ORDER PAYABLE TO "HAWAII STATE TAX COLLECTOR" IN U.S. DOLLARS DRAWN ON ANY U.S. BANK TO FORM RW-2. WRITE "RV", THE FILING PERIOD, AND YOUR HAWAII TAX I.D. NO. ON YOUR CHECK OR MONEY ORDER. MAIL TO: HAWAII DEPARTMENT OF TAXATION, P.O. BOX 2430, HONOLULU, HI 96804-2430	<b>10</b>	PLEASE ENTER AMOUNT OF YOUR PAYMENT (Add lines 8, 9a, and 9b)	<b>12</b> 2,480 00	<b>10</b>

**DECLARATION:** I declare, under the penalties set forth in section 231-36, HRS, that this is a true and correct return, prepared in accordance with the provisions of the Rental Motor Vehicle and Tour Vehicle Surcharge Tax Law and the rules issued thereunder.

IN THE CASE OF A CORPORATION OR PARTNERSHIP, THIS RETURN MUST BE SIGNED BY AN OFFICER, PARTNER OR MEMBER, OR DULY AUTHORIZED AGENT.

**13** Betty T. Kealoha                      Owner                      2/20/11                      (808) 123-4567  
SIGNATURE    TITLE    DATE    DAYTIME PHONE NUMBER

fig. 2.2

**FINISHING THE TAX RETURN** (fig. 2.2)

**STEP 10** - Add Columns A through C of line 7, and enter the total on line 8. This is the total tax due. **CAUTION: LINE 8 MUST BE FILLED IN.** If you do not have any rental motor vehicle or tour vehicle activity and therefore have no tax due, enter "0.00" on line 8.

*BTK has added \$2,385, \$30, and \$65 for a total of \$2,480 which is entered on line 8.*

**STEP 11** - Late Filing of Return - The penalty for failure to file a return on time is assessed on the tax due at a rate of 5% per month, or part of a month, from the due date to the filing date, to a maximum of 25%.

Interest - Interest at the rate of 2/3 of 1% per month, or part of a month, shall be assessed on unpaid taxes and penalties beginning with the first calendar day after the date prescribed for payment, whether or not that first calendar day falls on Saturday, Sunday, or legal holiday.

After computing the penalty and interest amounts, enter the results to the right of "PENALTY" and "INTEREST" and enter the total of the two amounts on line 14.

If you are unable to compute the penalty and interest, leave these lines blank. The Department will compute the charges for you and send you a bill.

**STEP 12** - Add the amounts on lines 8, 9a, and 9b, and enter the sum on line 10. This is the amount of your total payment due, including and penalty and interest. Attach your check or money order for this amount payable to "Hawaii State Tax Collector" in U.S. dollars drawn on any U.S. bank where indicated on the front of the return. Write "RV", the filing period, and your Hawaii Tax I.D. No. on your check or money order. **DO NOT SEND CASH.**

Send your check or money order and the return to:  
Hawaii Department of Taxation  
P. O. Box 2430  
Honolulu, HI 96804-2430

**STEP 13** - Sign your tax return. The sole proprietor, a partner or member, corporate officer, or an authorized agent must sign and date the tax return, state his/her title, write the date the return is signed, and write a daytime contact phone number.

If you have questions, please contact a customer service representative at:

Voice: 808-587-4242 1-800-222-3229 (Toll-Free) Fax: (808) 587-1488	Mail: Taxpayer Services Branch P.O. Box 259 Honolulu, HI 96809-0259	Telephone for the Hearing Impaired: 808-587-1418 1-800-887-8974 (Toll-Free)
E-mail: Taxpayer.Services@hawaii.gov		