

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

### CHANGES TO NOTE

Act 104, Session Laws of Hawaii (SLH) 2011, increased the motor vehicle surcharge tax rate to \$7.50 per day effective July 1, 2011. After June 30, 2012, the rate reverts back to \$3 per day.

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, SLH 2010)

### 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 \$7.50 per day or a portion of a day for the period of July 1, 2011 to June 30, 2012 and \$3 per day or a portion of a day after June 30, 2012 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, your Hawaii Tax I.D. No., and your daytime phone number on the check. Attach your check or money order where indicated on Form RV-2.

### IMPORTANT!!!

Write "RV", the filing period, your Hawaii Tax I.D. No., and your daytime phone number 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.**

To correct a previously filed Form RV-2, file an amended return on Form RV-2. (Note: the Amended Rental Motor Vehicle and Tour Vehicle Surcharge Tax, Form RV-5, has been made obsolete.)

**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 30 rental days were to lessees whose vehicles were being repaired. The cars on Oahu were, therefore, rented for a total of 520 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.*


 RBB111	<div style="text-align: right; margin-bottom: 10px;"> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">2</span> </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>
<input type="checkbox"/> Check this box if this is an AMENDED Return	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 5px;">1</span> BTK Rentals and Tour Vehicles	PERIOD ENDING <u>0</u> <u>1</u> / <u>1</u> <u>2</u> (MM/YY) <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">3</span>
<input checked="" type="checkbox"/> <b>Month</b> <input type="checkbox"/> <b>Quarter</b> or <input type="checkbox"/> <b>Semiannual Period</b> (Do not combine your income for more than one filing period on this return.)	ENDING <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">4</span>
COLUMN A	COLUMN B

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 2012 = 01/12; Quarterly period of January through March 2012 = 03/12; Semiannual period of January through June 2012 = 06/12).

*BTK files monthly returns, so an "X" was placed in the box labeled "MONTH" and BTK entered 01/12 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 After June 30, 2011		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	520	6	2	7	1	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	790	8b	2	8c	1	5
6	RATES		\$7.50		\$15		\$65	6
7	TAXES (Multiply line 5 by line 6 of Columns A, B, and C)	9a	5,925 00	9b	30 00	9c	65 00	7

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 "520."  
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 790 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 \$7.50 (line 6), and enter the result on line 7.

*BTK has multiplied 790 (the number of vehicle days entered on line 5) by \$7.50 (the tax rate listed on line 6) to get \$5,925, which is entered in Column A, line 7 (790 x \$7.50 = \$5,925).*

**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).*

8. <b>TOTAL TAXES DUE.</b> Add line 7, Columns A through C and enter result here. If you did not have any activity for the period, enter "0.00" here.		10	6,020	00	8
9. Amounts Assessed During the Period (For Amended Return ONLY)	PENALTY	11			9
	INTEREST				
10. <b>TOTAL AMOUNT.</b> Add lines 8 and 9.		12	6,020	00	10
11. <b>TOTAL PAYMENTS MADE FOR THE PERIOD.</b> (For Amended Return ONLY)					11
12. <b>CREDIT TO BE REFUNDED.</b> Line 11 minus line 10 (For Amended Return ONLY)					12
13. <b>ADDITIONAL TAXES DUE.</b> Line 10 minus line 11 (For Amended Return ONLY)					13
14. <b>FOR LATE FILING ONLY</b> →	PENALTY	16			14
	INTEREST				
15. <b>TOTAL AMOUNT DUE AND PAYABLE.</b> (Original Returns, add lines 10 and 14; Amended Returns, add lines 13 and 14)		17	6,020	00	15
16. <b>PLEASE ENTER THE AMOUNT OF YOUR PAYMENT.</b> Attach a check or money order payable to "HAWAII STATE TAX COLLECTOR" in U.S. dollars drawn on any U.S. bank to Form RV-2. Write "RV", the filing period, your Hawaii Tax I.D. No., and your daytime phone number on your check or money order. Mail to: HAWAII DEPARTMENT OF TAXATION, P. O. Box 2430, Honolulu, HI 96804-2430. If you are NOT submitting a payment with this return, enter "0.00" here.		18	6,020	00	16

**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.

19. IF A CORPORATION OR PARTNERSHIP, THIS RETURN MUST BE SIGNED BY AN OFFICER, PARTNER OR MEMBER, OR DULY AUTHORIZED AGENT.

Betty T. Kealoha                      Owner                      2/20/12                      (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 \$5,925, \$30, and \$65 for a total of \$6,020 which is entered on line 8.*

**STEP 11** - Leave line 9 blank (to be used for Amended Returns ONLY).

**STEP 12** - Enter the amount from line 8 on line 10, "TOTAL AMOUNT".

**STEP 13** - Leave line 11 blank (to be used for Amended Returns ONLY).

**STEP 14** - Leave line 12 blank (to be used for Amended Returns ONLY).

**STEP 15** - Leave line 13 blank (to be used for Amended Returns ONLY).

**STEP 16** - 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 17** - Add the amounts on lines 10 and 14, and enter the "TOTAL AMOUNT DUE AND PAYABLE" on line 15.

**STEP 18 - NOTE:** If you are NOT submitting a check with your return, enter "0.00" on line 16.

Write the "AMOUNT OF YOUR PAYMENT", including any penalty and interest, on line 16. 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 return. Write "RV", the filing period, your Hawaii Tax I.D. No., and your daytime phone number 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 19** - 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.

## INSTRUCTIONS FOR FILING AN AMENDED FORM RV-2

If you file your Form RV-2 and later become aware of any changes you must make to the reported number of rental motor vehicle days and/or the number of tour vehicle-months, you may file an amended return on Form RV-2 to change the Form RV-2 you already filed. (Note: the Amended Rental Motor Vehicle and Tour Vehicle Surcharge Tax, Form RV-5, has been made obsolete.)

Do **NOT** file an amended Form RV-2 if the Rental Motor Vehicle and Tour Vehicle Surcharge Tax Annual Return & Reconciliation, Form RV-3, has already been filed for the tax year.

Complete your amended Form RV-2 as follows:

1. Check the box at the top of the Form RV-2 to designate that this is an amended return (see *fig. 2.0*).
2. Enter the correct number of rental motor vehicle days and/or the number of tour vehicle-months, and amounts of taxes due which should have been reported on the original Form RV-2. Follow Steps 1 through 10 above used to complete your original return. (**Note:** Entries which were correctly reported on the original Form RV-2 also must be entered on the appropriate line(s). **Failure to do so will result in a change from the correct amount to -0-.**)
3. As of the date the amended return is filed, enter on line 9 the amounts of penalty and/or interest assessed for the period. Penalty and interest are generally assessed because the original return was filed after the filing deadline or because the taxes due were not paid in full by the filing deadline.
4. Enter on line 11 the total amount of taxes, additional assessments, and penalty and/or interest paid less any refunds received for the period. Include payments made with the original periodic return, as well as any supplemental payments made after the original periodic return was filed. **REMINDER:** Payments are applied first to recover costs incurred by the Department, then to any interest due, then to penalties, and finally, to taxes.
5. If line 10 is **LESS THAN** line 11, subtract line 10 from line 11 and enter the result on line 12, "CREDIT TO BE REFUNDED".

6. If line 10 is **MORE THAN** line 11, subtract line 11 from line 10 and enter the result on line 13, "ADDITIONAL TAXES DUE".
7. If the amended Form RV-2 is being filed after the due date of the original Form RV-2, and if there is an amount entered on line 13, enter on line 14 the amount of any penalty and/or interest now due. On a timely filed original Form RV-2, a penalty of 20% of the tax due will be assessed if any tax remains unpaid after 60 days from the prescribed due date of the original Form RV-2. The 60-day period is calculated beginning with the prescribed due date, even if the prescribed due date falls on a Saturday, Sunday, or legal holiday. This penalty is applicable to amended Form RV-2s for timely filed original Form RV-2s. Interest at the rate of 2/3 of 1% per month or part of a month shall be assessed on unpaid taxes and penalties assessed 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.
8. Add lines 13 and 14 and enter the total on line 15, "TOTAL AMOUNT DUE AND PAYABLE".
9. Enter on line 16 the amount of any payment being made with the amended Form RV-2. If the amended Form RV-2 is being filed after the due date of the original Form RV-2, include any additional penalty and interest in your payment. 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 amended Form RV-2. Write "RV", the filing period, your Hawaii Tax I.D. No., and your daytime phone number on your check or money order. **DO NOT SEND CASH.**  
  
Send your check or money order and the amended Form RV-2 to:  
  
Hawaii Department of Taxation  
P.O. Box 2430  
Honolulu, HI 96804-2430
10. Sign your name and write your title, the date, and a daytime contact phone number in the spaces provided at the bottom of the amended Form RV-2 (see *fig. 2.2*).

If you have questions, please contact the 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](mailto:Taxpayer.Services@hawaii.gov)