

**STATE OF HAWAII
DEPARTMENT OF TAXATION**



**General Information
and Key From Image Specifications
for
Form N-4 (Rev. 2010)**

Contact Information

Hawaii Department of Taxation
Technical Section
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**Hawaii Software Vendor Website
Address:**

www.hawaii.gov/tax/vendor/vendor.htm

Note: Reproduced forms must meet the requirements as established in this document and our current Forms Reproduction Policy.

FORM N-4 (Rev. 2010)

General Information and Key From Image Specifications

This document provides software vendors with the requirements for reproducing Form N-4. Form N-4 requires manually keying data from the image or KFI. A 1D barcode must be present for each voucher on each page of the form.

The form must be an exact replica of the official version of the form with respect to layout, data dots, shading and content.

Substitute KFI forms MUST meet the requirements as established in this document and our current Forms Reproduction Policy, and be approved prior to release or distribution.

GENERAL INFORMATION

1. Substitute Form

- Photocopies of the form must not be submitted to the Department for processing. This will distort the 1D barcode.

2. Paper and Ink

- The paper size is 8.5 inches by 8 inches, the same size as the Department's original form. The paper weight must be at least 20 pound white bond and the page orientation is portrait.
- Black ink should be used in printing the text on the form and the variable data.

3. Variable Data

- All variable data fields must utilize 12 pt Courier font, and all variable text data must be in uppercase letters. Text labels must not touch variable data.

4. Testing and Approval of the KFI Form

- A review of the form will be done based on processing specifications. It is assumed that there are no spelling errors, incorrect or missing words, missing lines, etc.
- 1 test sample is required to be submitted for testing of the barcodes and must be an original. Photocopies, fax submissions, etc. will not be accepted.
- It will require 1 to 2 weeks, upon receipt by the Department, to verify the accuracy of the submitted sample.
- Approval of the facsimile must be obtained from the Department **prior** to filing.

KEY FROM IMAGE (KFI) SPECIFICATIONS

1. Layout

- The form must be an exact replica of the official Form N-4 with respect to layout, data dots, shading, and content.

2. Hawaii Vendor I.D. Number

- Print your 2-digit Hawaii Vendor I.D. Number preceded with "ID NO" label at the bottom left of the form on each page. Exact placement is not required. See attached exhibit.
- See www.hawaii.gov/tax/vendor/vendor.htm for the Hawaii Vendor I.D. Number Listing. If your company is not listed, please contact the Forms Coordinator.

4. Barcode

- A 1-D barcode is specific to the form. The property of the 1-D symbology barcode uses 3 of 9 (Code 39).
- Placement of the barcode on copies A, B, C, and D is:

1-1/16 inches from top edge of form and 1/2 inch from left edge of form

1-1/16 inches from the cut line and 1/2 inch from left edge of form

- Height of the barcode is .5 inch.

- Length of the barcode is approximately 2 inches.
- Density of narrow bar width is set to 20 mils with resolution set to 300 dpi.
- Narrow to Wide Ratio is set to 2.
- Open space surrounding the barcode should be adhered to as much as possible.
- DO NOT stretch the barcode image.
- The required barcode is NGT101 for copies A, B, C, and D:



NGT101

- The barcode includes the form number code (NG), type of form (T), form year (10), and page number (1). There are no hyphens.
- Use of the Department of Taxation's JPEG file of the barcode is preferable. The JPEG files can be found at our software vendor website.
- DO NOT use Windows Metafile Format (wmf). This format causes a very low read rate by the Department's IBML scanners.

FORM
N-4
(REV. 2010)

STATE OF HAWAII—DEPARTMENT OF TAXATION
**STATEMENT OF WITHHOLDING
FOR A NONRESIDENT SHAREHOLDER
OF AN S CORPORATION**

THIS SPACE FOR DATE RECEIVED STAMP



20__

S Corporation's Tax Year Ending _____, • 20__

NGT101

Copy A - Attach to Form N-35

1/2 inch from left edge of form

1-1/16 inches from the top edge of the form

1. S Corporation's Name and Mailing Address	• 2. Shareholder's SSN or FEIN
	• 3. Amount of Hawaii Tax Withheld
4. S Corporation's FEIN	• 5. Shareholder's Name and Mailing Address
6. Shareholder's Share of S Corporation's Hawaii Income	

ID NO 12

ATTACH TO THE FRONT OF FORM N-35 WHERE INDICATED

FORM N-4

FORM
N-4
(REV. 2010)

STATE OF HAWAII—DEPARTMENT OF TAXATION
**STATEMENT OF WITHHOLDING
FOR A NONRESIDENT SHAREHOLDER
OF AN S CORPORATION**

THIS SPACE FOR DATE RECEIVED STAMP



20__

S Corporation's Tax Year Ending _____, • 20__

NGT101

Copy A - Attach to Form N-35

1/2 inch from left edge of form

1-1/16 inches from the cut line

1. S Corporation's Name and Mailing Address	• 2. Shareholder's SSN or FEIN
	• 3. Amount of Hawaii Tax Withheld
4. S Corporation's FEIN	• 5. Shareholder's Name and Mailing Address
6. Shareholder's Share of S Corporation's Hawaii Income	

ID NO 12

ATTACH TO THE FRONT OF FORM N-35 WHERE INDICATED

FORM N-4

FORM
N-4
(REV. 2010)

STATE OF HAWAII—DEPARTMENT OF TAXATION
**STATEMENT OF WITHHOLDING
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OF AN S CORPORATION**

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20__

S Corporation's Tax Year Ending _____, • 20__

NGT101

Copy B - For your records

1/2 inch from left edge of form

1-1/16 inches from the top edge of the form

1. S Corporation's Name and Mailing Address	• 2. Shareholder's SSN or FEIN
	• 3. Amount of Hawaii Tax Withheld
4. S Corporation's FEIN	• 5. Shareholder's Name and Mailing Address
6. Shareholder's Share of S Corporation's Hawaii Income	

ID NO 12

FORM N-4

FORM
N-4
(REV. 2010)

STATE OF HAWAII—DEPARTMENT OF TAXATION
**STATEMENT OF WITHHOLDING
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OF AN S CORPORATION**

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S Corporation's Tax Year Ending _____, • 20__

NGT101

Copy B - For your records

1/2 inch from left edge of form

1-1/16 inches from the cut line

1. S Corporation's Name and Mailing Address	• 2. Shareholder's SSN or FEIN
	• 3. Amount of Hawaii Tax Withheld
4. S Corporation's FEIN	• 5. Shareholder's Name and Mailing Address
6. Shareholder's Share of S Corporation's Hawaii Income	

ID NO 12

FORM N-4

This form is used to report Hawaii income taxes withheld from a shareholder of an S corporation who is a nonresident of Hawaii and who has not provided the S corporation with a signed agreement (Schedule NS) to file a return, make timely payment of all Hawaii taxes imposed with respect to the shareholder's share of the S corporation's Hawaii income, and to be subject to personal jurisdiction in Hawaii for purposes of the collection of unpaid income tax and related interest and penalties.

Box 1 — Enter the S corporation's name and mailing address.

Box 2 — Enter the shareholder's social security number, if an individual, or Federal Employer Identification Number (FEIN).

Box 3 — Enter the amount of Hawaii tax withheld on the shareholder's share of the corporation's Hawaii income.

Box 4 — Enter the S corporation's FEIN.

Box 5 — Enter the shareholder's name and mailing address.

Box 6 — Enter the shareholder's share of the S corporation's Hawaii income.

This form is used to report Hawaii income taxes withheld from a shareholder of an S corporation who is a nonresident of Hawaii and who has not provided the S corporation with a signed agreement (Schedule NS) to file a return, make timely payment of all Hawaii taxes imposed with respect to the shareholder's share of the S corporation's Hawaii income, and to be subject to personal jurisdiction in Hawaii for purposes of the collection of unpaid income tax and related interest and penalties.

Box 1 — Enter the S corporation's name and mailing address.

Box 2 — Enter the shareholder's social security number, if an individual, or Federal Employer Identification Number (FEIN).

Box 3 — Enter the amount of Hawaii tax withheld on the shareholder's share of the corporation's Hawaii income.

Box 4 — Enter the S corporation's FEIN.

Box 5 — Enter the shareholder's name and mailing address.

Box 6 — Enter the shareholder's share of the S corporation's Hawaii income.

FORM
N-4
(REV. 2010)

STATE OF HAWAII—DEPARTMENT OF TAXATION
**STATEMENT OF WITHHOLDING
FOR A NONRESIDENT SHAREHOLDER
OF AN S CORPORATION**

THIS SPACE FOR DATE RECEIVED STAMP



20__

S Corporation's Tax Year Ending _____, • 20__

NGT101

Copy C - For Shareholder's records

1/2 inch from left edge of form

1-1/16 inches from the top edge of the form

1. S Corporation's Name and Mailing Address	● 2. Shareholder's SSN or FEIN
4. S Corporation's FEIN	● 3. Amount of Hawaii Tax Withheld
6. Shareholder's Share of S Corporation's Hawaii Income Placement of Hawaii Vendor ID Number	● 5. Shareholder's Name and Mailing Address

ID NO 12

Do NOT submit this copy with your Form N-15. Keep for your files

FORM N-4

FORM
N-4
(REV. 2010)

STATE OF HAWAII—DEPARTMENT OF TAXATION
**STATEMENT OF WITHHOLDING
FOR A NONRESIDENT SHAREHOLDER
OF AN S CORPORATION**

THIS SPACE FOR DATE RECEIVED STAMP



20__

S Corporation's Tax Year Ending _____, • 20__

NGT101

Copy C - For Shareholder's records

1/2 inch from left edge of form

1-1/16 inches from the cut line

1. S Corporation's Name and Mailing Address	● 2. Shareholder's SSN or FEIN
4. S Corporation's FEIN	● 3. Amount of Hawaii Tax Withheld
6. Shareholder's Share of S Corporation's Hawaii Income Placement of Hawaii Vendor ID Number	● 5. Shareholder's Name and Mailing Address

ID NO 12

Do NOT submit this copy with your Form N-15. Keep for your files

FORM N-4

This form is used to report Hawaii income taxes withheld from a shareholder of an S corporation who is a nonresident of Hawaii and who has not provided the S corporation with a signed agreement (Schedule NS) to file a return, make timely payment of all Hawaii taxes imposed with respect to the shareholder's share of the S corporation's Hawaii income, and to be subject to personal jurisdiction in Hawaii for purposes of the collection of unpaid income tax and related interest and penalties.

Box 3 — Amount of Hawaii Tax Withheld —

Include the amount shown in this box on Form N-15, line 53.

Do not attach this copy of Form N-4 to your Hawaii income tax return. This copy is for your records.

This form is used to report Hawaii income taxes withheld from a shareholder of an S corporation who is a nonresident of Hawaii and who has not provided the S corporation with a signed agreement (Schedule NS) to file a return, make timely payment of all Hawaii taxes imposed with respect to the shareholder's share of the S corporation's Hawaii income, and to be subject to personal jurisdiction in Hawaii for purposes of the collection of unpaid income tax and related interest and penalties.

Box 3 — Amount of Hawaii Tax Withheld —

Include the amount shown in this box on Form N-15, line 53.

Do not attach this copy of Form N-4 to your Hawaii income tax return. This copy is for your records.

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STATE OF HAWAII—DEPARTMENT OF TAXATION
**STATEMENT OF WITHHOLDING
FOR A NONRESIDENT SHAREHOLDER
OF AN S CORPORATION**

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20__

S Corporation's Tax Year Ending _____, • 20__

NGT101

Copy D - Filed with Shareholder's Form N-15

1/2 inch from left edge of form

1-1/16 inches from the top edge of the form

1. S Corporation's Name and Mailing Address		2. Shareholder's SSN or FEIN	
		3. Amount of Hawaii Tax Withheld	
4. S Corporation's FEIN		5. Shareholder's Name and Mailing Address	
6. Shareholder's Share of S Corporation's Hawaii Income			

Placement of Hawaii Vendor ID Number

ID NO 12

ATTACH this copy to your Form N-15

FORM N-4

FORM
N-4
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**STATEMENT OF WITHHOLDING
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S Corporation's Tax Year Ending _____, • 20__

NGT101

Copy D - Filed with Shareholder's Form N-15

1/2 inch from left edge of form

1-1/16 inches from the cut line

1. S Corporation's Name and Mailing Address		2. Shareholder's SSN or FEIN	
		3. Amount of Hawaii Tax Withheld	
4. S Corporation's FEIN		5. Shareholder's Name and Mailing Address	
6. Shareholder's Share of S Corporation's Hawaii Income			

Placement of Hawaii Vendor ID Number

ID NO 12

ATTACH this copy to your Form N-15

FORM N-4

