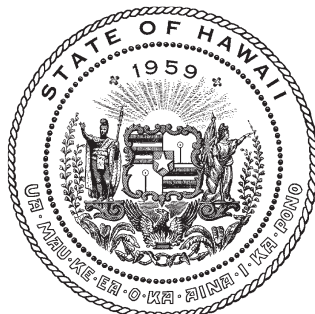


**STATE OF HAWAII  
DEPARTMENT OF TAXATION**



**FORMS APPROVAL  
DEADLINE IS  
DECEMBER 31, 2011**

**General Information  
and Key From Image Specifications  
for  
Form N-13 (Rev. 2011)**

**Contact Information**

Hawaii Department of Taxation  
Technical Section  
Attn: Alexis Shiohira, Forms Coordinator  
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Honolulu, Hawaii 96813

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**Hawaii Software Vendor Website  
Address:**

[www.hawaii.gov/tax/vendor/vendor.htm](http://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-13 (Rev. 2011)

### General Information and Key From Image Specifications

This document provides software vendors with the requirements for reproducing Form N-13. Form N-13 requires manually keying data from the image or KFI. A 1D barcode must be present 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 11 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 10 pt Courier font, and all variable text data must be in uppercase letters. Text labels must not touch variable data. Exception: On page 2 in the designee section, the "Phone no." variable data field is 9 pt Courier.

#### 4. Testing and Approval of the KFI Form

- The deadline to submit substitute forms for approval is December 31, 2011.
- 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-13 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 top middle of the form for each page. Exact placement is not required.
- See our Hawaii software vendor website at [www.hawaii.gov/tax/vendor/vendor.htm](http://www.hawaii.gov/tax/vendor/vendor.htm) for your Hawaii Vendor I.D. Number. If your company is not listed, please contact the Forms Coordinator.

#### 3. 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 is as follows:

Page 1:

13/16 inch from top edge of form and 1/2 inch from left edge of form

Page 2:

1/2 inch from top edge of form 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.
- A ¼ inch minimum clearance (blank space) must surround the barcode with the exception of the text required to be printed underneath the barcode.
- DO NOT stretch the barcode image.

- The required barcode is JDT111 for page 1:



JDT111

The required barcode is JDT112 for page 2:



JDT112

The barcode includes the form number code (JD), type of form (T), form year (11), and page number (1) or (2). 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.

ID NO 12

Placement for Hawaii Vendor ID Number

THIS SPACE FOR DATE RECEIVED STAMP

13/16 inches from top edge of the form

1/2 inch from the left edge of the form



JDT111

FORM N-13 (Rev. 2011)

STATE OF HAWAII DEPARTMENT OF TAXATION

Individual Income Tax Return RESIDENT 2011

(FOR USE BY TAXPAYERS WHO HAVE LESS THAN \$100,000 TAXABLE INCOME, DO NOT ITEMIZE DEDUCTIONS, AND DO NOT CLAIM ADJUSTMENTS TO INCOME)

AMENDED Return Check box if filing for the first time or if address or name has changed

Form section for personal information: Your first name and initial, Last name, Your social security number, Spouse's social security number, Present mailing or home address, City, town or post office, State and Postal/ZIP code, Your occupation / Spouse's occupation.

HAWAII ELECTION CAMPAIGN FUND: Do you want \$3 to go to the Hawaii Election Campaign Fund? Yes/No. If joint return, does your spouse want \$3 to go to the fund? Yes/No.

FILING STATUS: 1 Single, 2 Married filing joint return, 3 Married filing separate return, 4 Head of household, 5 Qualifying widow(er).

EXEMPTIONS: 6a Yourself, 6b Spouse, 6c Dependents, 6d Other dependents, 6e Total number of exemptions claimed.

INCOME: 7 Wages, salaries, tips, etc., 8 Interest income, 9 Ordinary dividends, 10 Unemployment compensation, 11 Adjusted Gross Income, 12 Standard deduction, 13 Line 11 minus line 12, 14 Taxable income calculation, 15 Taxable Income.

• ATTACH CHECK OR MONEY ORDER AND FORM N-200V HERE • ATTACH COPY B OF FORM HW-2 HERE • USE STATE LABEL OTHERWISE PRINT OR TYPE

Continue on other side

Continue on other side

Form N-13 (Rev. 2011)

Name(s) as shown on return

Social Security Number(s)



JDT112

Interest Income

If you received more than \$1,500 in interest, list the names of the payers and the amounts of interest on the lines below. See page 11 of the Instructions for what interest to report.

PART II

Ordinary Dividends

If you received more than \$1,500 in ordinary dividends, list the names of the payers and the amounts of the dividends on the lines below. See page 11 of the Instructions for a definition of ordinary dividends.

Table with 4 columns: Line number, Name of Payer, Amount, and Total. Includes rows for interest income and ordinary dividends.

TAX PAYMENTS AND CREDITS

Table for Tax Payments and Credits with 4 columns: Line number, Description, Amount, and Total. Includes rows for tax from tax table, refundable credits, and nonrefundable credits.

REFUND OR AMOUNT YOU OWE

Table for Refund or Amount You Owe with 4 columns: Line number, Description, Amount, and Total. Includes rows for overpaid amount, contributions, and amount owed.

AMENDED RETURN

Table for Amended Return with 4 columns: Line number, Description, Amount, and Total. Includes rows for amended return only.

DESIGNEE

If designating another person to discuss this return with the Hawaii Department of Taxation, complete the following. This is not a full power of attorney. See page 16 of the Instructions.

Designee's name, Phone no., Identification number

DECLARATION — I declare, under the penalties set forth in section 231-36, HRS, that this return (including accompanying schedules or statements) has been examined by me and, to the best of my knowledge and belief, is a true, correct, and complete return, made in good faith, for the taxable year stated, pursuant to the Hawaii Income Tax Law, Chapter 235, HRS.

PLEASE SIGN HERE

Your signature, Date, Spouse's signature (if filing jointly, BOTH must sign), Date

Paid Preparer's Information

Form for Paid Preparer's Information including fields for Preparer's Signature and date, Print Preparer's Name, Firm's name (or yours if self-employed), Address, and ZIP Code, Preparer's identification number, Federal E.I. No., and Phone No.

Check if self-employed