

**STATE OF HAWAII  
DEPARTMENT OF TAXATION**



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

**General Information  
and Key From Image Specifications  
for  
Form TA-2 (Rev. 2011)**

**Contact Information**

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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 TA-2 (Rev. 2011)

### General Information and Key From Image Specifications

This document provides software vendors with the requirements for reproducing Form TA-2. Form TA-2 requires manually keying data from the image or KFI. A 1D barcode must be present on each page of the form. Form VP-1T is obsolete and no longer part of Form TA-2.

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.

#### 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 TA-2 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 attached exhibit.
- See [www.hawaii.gov/tax/vendor/vendor.htm](http://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 is as follows:  
Page 1:  
1-3/16 inches from top edge of form and 1/2 inch from left edge of form

Page 2:

1-9/16 inches 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.
- Open space surrounding the barcode should be adhered to as much as possible.
- DO NOT stretch the barcode image.
- The required barcode is QCT111 for page 1:



QCT111

The required barcode is QCT112 for page 2:



QCT112

The barcode includes the form number code (QC), 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.

1-3/16 inches from top edge of the form

1/2 inch from the left edge of the form



STATE OF HAWAII DEPARTMENT OF TAXATION  
**TRANSIENT ACCOMMODATIONS TAX  
ANNUAL RETURN & RECONCILIATION**  
**Tax Year Ending**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(MM/DD/YY)

HAWAII TAX I.D. NO. W \_\_\_\_\_ - \_\_\_\_\_

LAST 4 DIGITS OF YOUR FEIN OR SSN: \_\_\_\_\_

Check this box if this is an AMENDED Return

NAME: \_\_\_\_\_

• ATTACH CHECK OR MONEY ORDER HERE •

TAXATION DISTRICT	GROSS RENTAL OR GROSS RENTAL PROCEEDS (a)	EXEMPTIONS/DEDUCTIONS (EXPLAIN ON REVERSE SIDE) (b)	TAXABLE PROCEEDS (c)	RATE	TAXES (d)
<b>PART I — For Periods ending BEFORE July 1, 2009</b>					
1 OAHU				.0725	1
2 MAUI, MOLOKAI, LANAI				.0725	2
3 HAWAII				.0725	3
4 KAUAI				.0725	4
<b>PART II — For Periods beginning AFTER June 30, 2009 and ending BEFORE July 1, 2010</b>					
5 OAHU				.0825	5
6 MAUI, MOLOKAI, LANAI				.0825	6
7 HAWAII				.0825	7
8 KAUAI				.0825	8
<b>PART III — For Periods beginning AFTER June 30, 2010</b>					
9 OAHU				.0925	9
10 MAUI, MOLOKAI, LANAI				.0925	10
11 HAWAII				.0925	11
12 KAUAI				.0925	12
<b>PART IV — TIMESHARE OCCUPANCY TAX (To be completed by Plan Managers ONLY)</b>					
13. Enter the total taxes for Timeshare Occupancy from page 2, Part VI, line 30, here.					13

**PART V — TOTAL ANNUAL RETURN AND RECONCILIATION**

14. <b>TOTAL TAXES DUE.</b> Add column (d) of lines 1 through 13 and enter result here. If you did not have any activity for the year, enter "0.00" here					14
15. Amounts Assessed during the year	PENALTY				15
	INTEREST				
16. <b>TOTAL AMOUNT.</b> Add lines 14 and 15.					16
17. TOTAL PAYMENTS MADE LESS ANY REFUNDS RECEIVED FOR THE TAX YEAR.					17
18. CREDIT CLAIMED ON ORIGINAL ANNUAL RETURN (For Amended Return ONLY)					18
19. <b>NET PAYMENTS MADE.</b> Line 17 minus line 18.					19
20. <b>CREDIT TO BE REFUNDED.</b> Line 19 minus line 16					20
21. <b>ADDITIONAL TAXES DUE.</b> Line 16 minus line 19					21
22. <b>FOR LATE FILING ONLY</b> →	PENALTY				22
	INTEREST				
23. <b>TOTAL AMOUNT DUE AND PAYABLE</b> (Add lines 21 and 22)					23
24. <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 TA-2. Write "TA", 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 or file and pay electronically at www.ehawaii.gov/efile. If you are NOT submitting a payment with this return, please enter "0.00" here.					24
25. <b>GRAND TOTAL OF EXEMPTIONS/DEDUCTIONS CLAIMED from back of form.</b>					25

**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 Transient Accommodations Tax Law, Chapter 237D, HRS and the rules issued thereunder.

A CORPORATION OR PARTNERSHIP TAX RETURN MUST BE SIGNED BY AN OFFICER, PARTNER OR MEMBER, OR DULY AUTHORIZED AGENT OF SUCH ENTITY.

SIGNATURE

TITLE

DATE

DAYTIME PHONE NUMBER

Name	Hawaii Tax I.D. Number	Tax Year Ending (MM/DD/YY)
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**PART VI — TIMESHARE OCCUPANCY TAX**  
*(To be completed by Plan Managers ONLY)*



TAXATION DISTRICT	TOTAL FAIR MARKET RENTAL VALUE (a)	RATE (b)	TAXES (c)
26 OAHU		.0725	26
27 MAUI, MOLOKAI, LANAI		.0725	27
28 HAWAII		.0725	28
29 KAUAI		.0725	29
30 Total Timeshare Occupancy Tax. Add column (c) of lines 26 thru 29. Enter here and on Part IV, line 13 . . . . .			30

**PART VII — EXEMPTIONS AND/OR DEDUCTIONS**

**LIST DETAILS CONCERNING "EXEMPTIONS" AND/OR "DEDUCTIONS" CLAIMED.**

Amounts claimed as an exemption or deduction must be explained; otherwise, the amounts claimed will be disallowed and proposed assessments prepared against you. If any of these exemptions or deductions are claimed in column (b) on the front page, you must itemize them in the spaces provided below. Refer to the SCHEDULE OF TRANSIENT ACCOMMODATIONS TAX EXCLUSIONS, EXEMPTIONS, AND DEDUCTIONS in Form TA-2 Instructions for further information about exemptions and deductions. (NOTE: If additional space is needed, please attach schedule.)

AMOUNT	OAHU

AMOUNT	MAUI, MOLOKAI, LANAI

AMOUNT	HAWAII

AMOUNT	KAUAI

AMOUNT	<b>GRAND TOTAL EXEMPTIONS and/or DEDUCTIONS (Enter here and on line 25, front page.)</b>
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**PART VIII — RECONCILIATION OF GROSS RENTAL OR GROSS RENTAL PROCEEDS**

AMOUNT	
	1. Gross rental or gross rental proceeds (Total of column (a), lines 1 through 12, from front page) LESS the gross rental proceeds attributable to transient accommodations furnished at no charge and reported on column (a), lines 9 through 12 on the front page. (Note: Does NOT include general excise taxes visibly passed on or transient accommodations taxes visibly passed on.)
	2. Total general excise taxes visibly passed on.
	3. Add lines 1 and 2. This amount is your gross proceeds from furnishing transient accommodations that are reportable on line 13, column c of your General Excise/Use Tax Annual Return & Reconciliation (Form G-49).