

STATE OF HAWAII — DEPARTMENT OF TAXATION  
**RETAIL TOBACCO PERMIT PAYMENT VOUCHER**  
**GENERAL INSTRUCTIONS**

**PURPOSE OF FORM**

Use this form when you send your annual permit fee(s) payment to the Department of Taxation when renewing your Retail Tobacco Permit(s). (Note: The annual permit fee is \$20.00 for each retail location you own, operate, or control.)  
Using Form VP-1TP allows us to process your fee payment accurately and efficiently.

**HOW TO COMPLETE FORM**

- 1) Print your name in the space provided.
- 2) Print your Hawaii Tax I.D. No. in the space provided.
- 3) Fill in the "Period End" date in the space provided. Date format should be MM/DD/YY.

- 4) Print the amount of your fee payment in the space provided.
- 5) Make your check or money order payable in U.S. dollars to the **"Hawaii State Tax Collector."** Make sure your name, tax type, filing period end date, Hawaii Tax I.D. No., and daytime phone number appear on your check or money order. Do not postdate your check. **Do not send cash.**

**WHERE TO FILE**

Detach Form VP-1TP along the dotted line. Send your payment and Form VP-1TP to the following mailing address:

HAWAII DEPARTMENT OF TAXATION  
P.O. Box 1530  
HONOLULU, HI 96806-1530

✂ — — — — — DETACH HERE — — — — — ✂  
Form  
**VP-1TP**  
(Rev. 2018)  
Place  
QR Code  
Here  
STATE OF HAWAII — DEPARTMENT OF TAXATION  
RETAIL TOBACCO PERMIT PAYMENT VOUCHER  
DO NOT WRITE OR STAPLE IN THIS SPACE

Name (Please print):

Period Ending (MM/DD/YY)

Hawaii Tax I.D. Number

W

Amount of Payment

Permit Number 1

Permit Number 2

Permit Number 3

Permit Number 4

Permit Number 5

ATTACH THIS VOUCHER TO YOUR CHECK OR MONEY ORDER PAYABLE TO "HAWAII STATE TAX COLLECTOR." Write the tax type, filing period end date, your Hawaii Tax I.D. Number, and daytime phone number on your check or money order.

Human Readable text here

ID NO XX