STATE OF HAWAII DEPARTMENT OF TAXATION



General Information and Scannable Specifications for Form U-6 (Rev. 2022)

Contact Information for General Questions

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

FORM U-6 (Rev. 2022)

General Information and Scannable Specifications

This document provides software vendors with the requirements for reproducing Form U-6. Form U-6 is designed for electronic scanning that permits faster processing with fewer errors. Software developers who reproduce, develop, or distribute Form U-6 must create the form so the variable data (specified fields containing taxpayer information) are printed in a fixed format that can

be read by the Department's IBML scanners. A 2D QR code must be present on each page of the form.

Substitute scannable 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

- We highly recommend you use the Department's official Form U-6 PDF.
- If you do not use the Department's official PDF, the substitute form must match the Department's form in layout and appearance including **bold** and/or *italics* fonts as they appear on the official form.
- Lines of text in a paragraph must break at the same location as the official form.
- All forms and variable data must have a high standard of legibility for printing.
- Photocopies of the scannable form must not be submitted to the Department for processing.
- Substitute scannable forms must be proofread prior to submission.

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. Fonts

- The form was designed using the following font:
 - 1. Arial
- The following fonts and sizes should be used for the form number and revision year located at the top left corner on page 1 of the form:
 - 1. FORM: 8 pt Arial bold
 - 2. U-6: 18 pt Arial bold
 - 3. REV. 2022: 8 pt Arial
- The following font and size should be used for the form number and revision year located at the top left corner on page 2 of the form:
 - 1. FORM U-6 (REV. 2022): 8 pt Arial bold

- The following font and size should be used for the form number located at the bottom right corner of the form:
 - 1. FORM U-6 (REV. 2022): 10 pt Arial bold

4. Variable Data

- All variable data fields must utilize 12 pt Courier new font.
- All variable data fields require exact placement.
- Print all alpha characters uppercase.
- Use a bold X (X) as a checkbox. See exhibit for exact placement. The use of a checkmark is not acceptable.

5. Variable Data Delimiters

 Other tax year beginning and ending must be printed with dash (-) delimiters. For example:

MM-DD

(2 digits for month, followed by a dash (-), followed by 2 digits for day).

Dates must be printed with dash (-) delimiters. For example:

MM-DD-YYYY

(2 digits for month, followed by a dash (-), followed by 2 digits for day, followed by a dash (-), followed by 4 digits for year).

• Taxpayer's Hawaii Tax I.D. Number must be printed with dash (-) delimiters. For example:

GE-123-456-7890-01

(GE, followed by a dash (-), followed by 3 digits, followed by a dash (-), followed by 3 digits, followed by a dash (-), followed by 4 digits, followed by a dash (-), followed by 2 digits)

Note: The Taxpayer's Hawaii Tax I.D. Number begins with "GE."

 Taxpayer's Federal Employer Identification Number must be printed with a dash (-) delimiter. For example: 12-1234567

(2 digits, followed by a dash (-), followed by 7 digits).

6. Dollar Amounts

999999999

- Do not use commas as thousand separators.
- Do not use leading dollar signs.
- · Amounts are right justified.

7. Testing and Approval of the Scannable Form

 A minimum of 5 hardcopy test samples must be provided to ensure proper testing including 1 hardcopy test sample that contains all maximized fields (one alpha "X" or numeric "9" character space with no leading or tailing spaces).

Page 3

- Test samples must be originals. Photocopies, fax submissions, etc. will not be accepted.
- Test samples must be populated with unique sample variable data showing different scenarios.
- 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.
- Form U-6 (Rev. 2022) cannot be filed until 2023.

SCANNABLE SPECIFICATIONS

1. Layout

 Open space around variable data fields should be adhered to as much as possible except for the areas that do not require optical character recognition. Do not place any additional information in these areas.

2. Hawaii Vendor I.D. Number

- Print your 2-digit Hawaii Vendor I.D. Number following the "ID NO" label at the following position:
 - 1. Pages 1 and 2: The 2-digit Hawaii Vendor I.D. Number should begin at column 42, row 64.
- The Hawaii Vendor I.D. Number must utilize 12 pt Courier New font.

3. QR Code

- A QR code is specific to the form. The property of the 2D symbology QR code is measured in CM.
- Placement of the QR code is as follows (see exhibit for exact placement):
 - Page 1: The left bottom corner of the QR code is at the beginning of column 6 and at the bottom of row 10.
 - Page 2: The left bottom corner of the QR code is at the beginning of column 6 and at the bottom of row 7.
- Height of the QR code is 0.5 inch.
- · Length of the QR code is 0.5 inch.
- · Narrow Module Size is set to 0.18.
- Margin is set to 0.18.
- Open space surrounding the QR code should be adhered to as much as possible.
- DO NOT stretch the QR code image.

· The required QR code for page 1 is:

U6 T 2022A 01 VIDXX

• The required QR code for page 2 is:

U6 T 2022A 02 VIDXX

The QR code includes the form number (U6), an underscore, type of form (T), space, 4-digit form year (2022), 1-letter revision indicator (A), space, 2-digit page number (01), space, vendor I.D. label (VID), and your 2-digit Hawaii Vendor I.D. Number (XX). There are no hyphens.

- The human readable text for the QR code must be printed below the QR code, utilizing 6 pt Arial font.
 Placement of the human readable text is as follows (see exhibits for exact placement):
 - 1. Page 1: Column 6, row 11
 - 2. Pages 2 4: Column 6, row 8
- Please do not print the outline around the human readable text and QR code. The outline is used to show the placement of the human readable text and QR code.
- DO NOT use Windows Metafile Format (wmf).
 This format causes a very low read rate by the Department's IBML scanners.

4. Form Serial Number

- The form serial number MUST be printed at column 6, row 64, utilizing 12 pt Courier New font.
- The required form serial number for page 1 is: UTL1E3T4

The required form serial number for page 2 is: UTL2E3T4

5. Acetate Overlays

- Acetate overlays will assist in the exact data field placement. Verify your form samples with the overlays prior to submitting them for testing. If the samples do not match the overlays within 1/16 inch, do not submit them for approval as they will be rejected.
- Acetate overlays will be mailed to vendors who submitted a Letter of Intent to participate in the Forms Reproduction Program and who will be reproducing Form U-6. If you did not receive the acetate overlays, please contact the Forms Coordinator.

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X Paying tax in installments

FORM U-6 (REV. 2022)

STATE OF HAWAII — DEPARTMENT OF TAXATION PUBLIC SERVICE COMPANY TAX RETURN

CALENDAR YEAR 2023

Place QR Code Here	
Ulumana Danad	

X First year

Based on income for calendar year 2022 or fiscal year beginning on 12-12 , 2022 and ending 12-12 , 20 12

(First year, Second year, and Final year return filers, see Instructions)

(NOTE: Do NOT use Form U-6 to calculate and/or

Г	Name Date Business Began in H				
	NAME XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	12-12-121	L2		
- [2	DBA (if any)	Hawaii Tax I.D. No.			
وا	DBA XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	GE-999-9	99-999	9-9	9
15	Mailing Address (number and street)	Federal Employer I.D. No			
14	MAILING ADDRESS XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	99-99999	99		
	City, State, and Postal/ZIP Code	Amount paid with this retu	ırn		
L	CITY STATE ZIP CODE XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	\$	999999	999	.00
С	HECK BOX IF APPLICABLE:				

SECTION I - COMPUTATION OF ADJUSTED GROSS INCOME

Second year

GROSS INCOME FROM PRECEDING TAXABLE YEAR BEGINNING IN 2022

X Final year

X Amended return

1	Gr	oss I	ncome from Public Utility Business (describe fully from what sources rece	eived)					
	а	(1)	Passenger Fares for Transportation Between Points on a		00000000	0.0			
			Scheduled Route By Land	1a(1)	9999999999.	.00			
		(2)	Worthless Accounts Charged Off for Net Income Tax		00000000	00			
			Purposes (see Instructions)	1a(2)	9999999999.	.00		999999999999999.	0.0
		(3)	Adjusted Gross Income (line 1a(1) minus line 1a(2))				1a(3)	999999999	00
	b	(1)	Sales of Products or Services to Another Public Utility for		9999999999.	$\cap \cap$			
			Resale to the Consumer	1b(1)	999999999	. 00			
		(2)	Worthless Accounts Charged Off for Net Income Tax		00000000	0.0			
			Purposes (see Instructions)	1b(2)	9999999999.	_		999999999999999999999999999999999999999	0.0
		(3)	Adjusted Gross Income (line 1b(1) minus line 1b(2))				1b(3)	999999999	00
	С	(1)	Sales of Telecommunication Services to a Person Defined in		9999999999.	$\cap \cap$			
			Section 237-13(6)(D), HRS, for Resale to the Consumer	1c(1)	99999999	. 00			
		(2)	Worthless Accounts Charged Off for Net Income Tax		9999999999	$\cap \cap$			
			Purposes (see Instructions)	1c(2)				999999999999999999999999999999999999999	00
		(3)	Adjusted Gross Income (line 1c(1) minus line 1c(2))				1c(3)		
	d	(1)	LINE D 1 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	1d(1)	999999999	.00			
		(2)	Worthless Accounts Charged Off for Net Income Tax		9999999999.	0.0			
			Purposes (see Instructions)					9999999999.	00
		(3)	Adjusted Gross Income (line 1d(1) minus line 1d(2))				1d(3)		
2	Εq	luipm	ent Rentals Received (attach schedule and describe fully)				2	999999999.	00
2	lo	int Ec	acility Rentals Received				3	9999999999.	00
3	JU	111111	somy Nemais Neceived				3		\vdash
4	No	on-Op	perating Income from Public Utility Business (attach schedule and describ	e fully)			4	9999999999.	00
5	5 TOTAL ADJUSTED GROSS INCOME (add lines 1 through 4)						00		
DECLARATION — I declare, under the penalties set forth in section 231-36, HRS, that this return (including any accompanying									

Please Sign	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 Public Service Company Tax Law, Chapter 239, HRS.					
Here 12-12-1212				-1212	> TITI	LE XXXXXXXXXXXXX
	Signature of offi	icer	Date	_	Title	
Paid Preparer's	Preparer's Signature and Print Preparer's Name	PREPARER NAME	XXXXXXX	Date 12-12	Check if self-employed X	> PREP ID NUMB
Information	Firm's name (or yours FTRM NAME XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXX	Federal E.I. No. ➤ 99 – 9999999		
	if self-employed), Address, and Postal/Zip Code	ADDRESS XXXXXX	XXXXXXXXXXX	XXXXXXXXX	Phone No. >	(999) 999-9999

Place QR Code Here	
Human Read	able text here

Name as shown on return
NAME
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Federal Employer Identification Number 99-9999999

SECTION II — COMPUTATION OF TAX (Line references are to lines on page 1.) Note: Enter TOTAL TAX amount on page 1. PART I. — FOR PUBLIC UTILITIES TAXED UNDER SECTION 239-5 (a), (b) and (c), HRS. Note: A Public Utility taxed under section 239-5(a), HRS, must also attach to this return year-end balance sheets, income statements, and an analysis of retained earnings for the utility and non-utility portions of the business. A Line 5 less lines 1a(3), 1b(3), 999999999.00 999999999 00 and 1c(3)........ x 4.0% (fixed rate). TAX AMOUNT 999999999.00 999999999 00 B Line 1a(3) x 5.35% (fixed rate). TAX AMOUNT 999999999.00 999999999. 00 .5 % (fixed rate). TAX AMOUNT C Line 1b(3) 999999991.00 999999999. 00 D Line 1c(3)5 % TAX AMOUNT 999999999. 00 Ε Nonrefundable Tax Credit - Credit for Lifeline Telephone Service 99999999 00 999999999 0.0 G H Payment with Extension (attach Form N-755) (see Instructions) 999999999,00 999999999.00 K TAX DUE (if line G is larger than J), enter AMOUNT OWED. (if line G exceeds \$100,000, 999999999. 00 999999999.00 OVERPAYMENT (if line J is larger than line G), enter AMOUNT OVERPAID PART II. — FOR PUBLIC UTILITIES TAXED ONLY UNDER SECTION 239-5(b), HRS. 999999999 . 00 999999999. 00 **A TOTAL TAX** (line 1a(3). x 5.35% (fixed rate)) 999999999 . 00 B Payment with Extension (attach Form N-755) (see Instructions) 999999999 999999999. 00 E TAX DUE (if line A is larger than line D), enter AMOUNT OWED. 999999999 00 (if line A exceeds \$100,000, see Instructions, When Is the Tax Payable) 999999999. 00 F OVERPAYMENT (if line D is larger than line A), enter AMOUNT OVERPAID PART III. — FOR PUBLIC UTILITIES TAXED ONLY UNDER SECTION 239-5(c), HRS. 999999999 .00 999999999 00 x .5 % (fixed rate). TAX AMOUNT A Line 1b(3) 999999999 . 00 999999999 00В B Line 1c(3) . TAX AMOUNT 999999999 00 C D Payment with Extension (attach Form N-755) (see Instructions) 99999999 999999999.100 F G TAX DUE (if line C is larger than line F), enter AMOUNT OWED. 999999999 00 99999999 H OVERPAYMENT (if line F is larger than line C), enter AMOUNT OVERPAID