## STATE OF HAWAII DEPARTMENT OF TAXATION



# General Information and Scannable Specifications for Form RCA-1 (2024)

### **Contact Information for General Questions**

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Telephone: (808) 587-1577 Fax: (808) 587-1584 E-mail: Tax.Technical.Section@hawaii.gov

#### Contact Information for Mailing Test Packages and Testing Inquiries

Hawaii Department of Taxation Attn: Document Processing — Quality Assurance Test Team 830 Punchbowl Street, Rm 126 Honolulu, Hawaii 96813

Email: tax.dp.qa@hawaii.gov

### Form RCA-1 (2024)

#### General Information and Scannable Specifications

This document provides software vendors with the requirements for reproducing Form RCA-1. Form RCA-1 is designed for electronic scanning that permits faster processing with fewer errors. Software developers who reproduce, develop, or distribute Form RCA-1 must create the form so the variable data (specified fields containing

### **GENERAL INFORMATION**

#### 1. Substitute Form

- · We highly recommend you use the Department's official Form RCA-1 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 of the form:
  - 1. FORM RCA-1: 10 pt Arial bold
  - 2. 2024: 10 pt Arial
- The following font and size should be used for the form number located at the bottom right corner of the form:
  - 1. FORM RCA-1 (2024): 10 pt Arial bold

#### 4. Variable Data

· All variable data fields must utilize 12 pt Courier New font.

taxpayer information) are printed in a fixed format that can be read by the Department's IBML scanners.

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

- · All variable data fields require exact placement.
- Print all alpha characters uppercase.

#### 5. Variable Data Delimiters

Taxpayer's Social Security Number must be printed with the dash (-) delimiters. For example:

#### 123-45-6789

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

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).

Taxpayer's Hawaii Tax Identification Number must be printed with the dash (-) delimiters. For example:

#### 123-456-7890-01

(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)

#### 6. 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).
- 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 samples.
- Approval of the facsimile must be obtained from the Department prior to filing.
- Form RCA-1 (2024) cannot be filed until 2025.

### SCANNABLE SPECIFICATIONS

#### 1. Layout

- The form was designed on a 6x10 grid. See exhibit.
- Open space around variable data fields should be adhered to as much as possible. 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 (see exhibit for exact placement).
  - 1. Page 1: The 2-digit Hawaii Vendor I.D. Number should begin at column 42, row 64.

#### 3. QR Code

- A QR code is specific to the form. The property of the 2D symbology QR code is measure in CM.
- Placement of the QR code is as follows (see exhibit for exact placement)
  - 1. Pages 1 and 2: The left bottom corner of the QR code is at the beginning of column 6 and at the bottom of row 8.
- 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 RCA1\_T 2024A 01 VIDXX

RCA1\_T 2024A 02 VIDXX

The QR code includes the form number (RCA1), an underscore, type of form (T), space, 4-digit form year

(2024), 1-letter revision indicator (A), space, 2-digit page number (01) or (02), 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. Pages 1 - 2: Column 6, row 11

- 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: RCA1K1W3
- The required form serial number for page 2 is: RCA2K1W3

#### 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 RCA-1. If you did not receive the acetate overlays, please contact the Forms Coordinator.

| 2        | 6         8         10         12         14         16         18         20 | 22 24 26 28 30 32 3 | 44         36         38         40         42         44         46         48         50 | 52 54 56 58 60 62 64 66                 | 68         70         72         74         76         78         80         82         3 | 84  |
|----------|---|---------------------|--|---|---|-----|
| 3        | FORM RCA-1  |                     | DF HAWAII — DEPARTMENT OF 1  |   |   |     |
| 5        | (2024)  |                     | DF PROPERTY OWNEI  | RS ENTERING                             | YEAR 5  |     |
| 6        | Place   | INTO A RE           | NTAL COLLECTION A  | GREEMENT                                | <b>2</b> ∩ 6  |     |
| 7        | QR Code   |                     |  |   |   |     |
| 8        | Here  |                     |  |   | 8   |     |
| 9        | Human Readable text here  |                     |  |   | 9   |     |
| 10       |   |                     |  |   | 10  |     |
| 11       | PARTI PROPERTY MA   | NAGEMENT COMPAN     |  |   | 11  |     |
| 13       | Name of Authorized Rent Colle   |                     |  | Hawaii Tax                              | I.D. Number: 13   |     |
| 14       |   |                     |  |   | 14  |     |
| 15       | NAME OF AUTHORI   | ZED RENT COLLI      | ECTOR XXXX   | <b>GE</b> 123-45                        | 6-7890-01   |     |
| 16       |   |                     |  |   | 16  |     |
| 17       | PART II SCHEDULE OF<br>Name of Property Owner                                 | PROPERTY OWNERS     |  |   | 17  |     |
| 18       |   |                     |  |   | 18  |     |
| 20       | NAME OF PROPERT   | Y OWNER XXXXX       | xxxxxxxxxxxxxxxxxx   | xxxxxxxxxxxxxxx                         | XXXXXXXXXXXXXX 20   |     |
| 21       | Owner's Social Security No.   | Owner's FEIN        | Owner's Hawaii Tax I.D. Numbe  | r(s)                                    | 21  |     |
| 22       |   |                     |  | TA                                      | 22  |     |
| 23       | 123-45-6789   | 12-3456789          | <b>GE</b> 123-456-7890   |   | 56-7890-01 <sub>23</sub>  |     |
| 24       | Property Owner's Address (nu  | mber and street)    |  | City, S                                 | state, and Postal/ZIP Code 24   |     |
| 25<br>26 | PROPERTY OWNER  | ADDRESS XXXXX       | *****  | ****                                    | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  |     |
| 20       |   |                     |  |   | 27  |     |
| 28       | Name of Property Owner  |                     |  |   | 28  |     |
| 29       |   |                     |  |   | 29  |     |
| 30       | NAME OF PROPERT   |                     | *****  |   | XXXXXXXXXXXXX 30  |     |
| 31       | Owner's Social Security No.   | Owner's FEIN        | Owner's Hawaii Tax I.D. Numbe  | r(s)                                    | 31  |     |
| 32       | 123-45-6789   | 12-3456789          | <b>GE</b> 123-456-7890   | -01 <b>TA</b> 123-4                     | <sup>32</sup><br>56-7890-01<br><sup>33</sup>  |     |
| 34       | Property Owner's Address (nu  |                     |  |   | State, and Postal/ZIP Code 34   |     |
| 35       |   |                     |  |   | 35  |     |
| 36       | PROPERTY OWNER  | ADDRESS XXXXX       | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXX 36  |     |
| 37       |   |                     |  |   | 37  |     |
| 38       | Name of Property Owner  |                     |  |   | 38  |     |
| 39<br>40 | NAME OF PROPERT   | Y OWNER XXXXX       | xxxxxxxxxxxxxxxxxx   | xxxxxxxxxxxxxxxx                        | XXXXXXXXXXXXXX 40   |     |
| 40       | Owner's Social Security No.   | Owner's FEIN        | Owner's Hawaii Tax I.D. Numbe  | r(s)                                    | 41  |     |
| 42       |   |                     |  |   | 42  |     |
| 43       | 123-45-6789   | 12-3456789          | <b>GE</b> 123-456-7890   |   | 56-7890-01 43   |     |
| 44       | Property Owner's Address (nu  | mber and street)    |  | City, S                                 | State, and Postal/ZIP Code 44   |     |
| 45       | PROPERTY OWNER  | ADDRESS XXXXX       | xxxxxxxxxxxxxxxxxx   |   |   |     |
| 46       |   |                     |  |   | 46  |     |
| 48       | Name of Property Owner  |                     |  |   | 48  |     |
| 49       |   |                     |  |   | 49  |     |
| 50       | NAME OF PROPERT   |                     | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   |   | XXXXXXXXXXXXX 50  |     |
| 51       | Owner's Social Security No.   | Owner's FEIN        | Owner's Hawaii Tax I.D. Numbe  | r(S)                                    | 51  |     |
| 52       | 123-45-6789   | 12-3456789          | <b>GE</b> 123-456-7890   | -01 <b>TA</b> 123-4                     | 52<br>56-7890-01<br>53  |     |
| 53<br>54 | Property Owner's Address (nu  |                     |  |   | State, and Postal/ZIP Code 54   |     |
| 55       |   |                     |  |   | 55  |     |
| 56       | PROPERTY OWNER  | ADDRESS XXXXX       | xxxxxxxxxxxxxxxxxx   | XXXXXXXXXXXXXXXXXX                      |   |     |
| 57       |   |                     |  |   | 57  |     |
| 58       |   |                     |  |   | 58  |     |
| 59       |   |                     |  |   | 59  |     |
| 60<br>61 |   |                     |  |   | 60  |     |
| 62       |   |                     |  |   | 62  |     |
| 63       | 6 9 10 12 14 16 10 22   |                     |  | 52 54 56 50 60 62 64 55                 | 63  | 0.4 |
| 4<br>64  | &CÅ1K1W3 <sup>14</sup> <sup>16</sup> <sup>18</sup> <sup>20</sup>              | 22 24 26 28 30 32 3 | $^{44}$ $^{36}$ $D^{38}$ $N^{40}$ $^{42}$ $X^{44}$ $^{46}$ $^{48}$ $^{50}$                 | 52 54 56 58 60 62 64 66                 | <b>FORM<sup>7</sup>RCA-1 (2024)</b>   | 84  |
| 65       |   |                     |  |   | 65  |     |

| 2024)<br>Place   |   |  | PAGE 2  |
|--|---|--|---|
| Place  | Name of Authorized Rent Co  | ollector   | Authorized Rent Collector Hawaii Tax I.D. Number                                    |
| QR Code  | NAME OF AU  | THORIZED RENT COLLECTO   | DR XXXX <b>GE</b> 123-456-7890-01   |
| Here   |   |  |   |
| Iuman Readable text here PART II SCHED   |   | ERS INFORMATION - CONTINUED  |   |
| Jame of Property Ov  |   | ERS INFORMATION - CONTINUED  |   |
|  |   |  |   |
| NAME OF PRO  | PERTY OWNER XXX   | xxxxxxxxxxxxxxxxxxxxxxx  | <xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx< td=""></xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx<> |
| Owner's Social Secu  | ity No. Owner's FEIN  | Owner's Hawaii Tax I.D. Number(s)  |   |
| L23-45-678   | 12-3456789  | GE 123-456-7890-0  | 1 <b>TA</b> 123-456-7890-01   |
|  | Iress (number and street)   |  | City, State, and Postal/ZIP Code  |
|  |   |  |   |
| PROPERTY OF  | NER ADDRESS XXX   | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  | xxxxxxxxxxxxxxxxxxxxxxxxxxxx  |
|  |   |  |   |
| lame of Property Ov  |   |  |   |
| JAME OF PRO  | PERTY OWNER XXX   | ******   | ******  |
| Dwner's Social Secu  | ity No. Owner's FEIN  | Owner's Hawaii Tax I.D. Number(s)  |   |
| 23-45-6789   | 12-3456789  | <b>GE</b> 123-456-7890-0   | 1 <b>TA</b> 123-456-7890-01   |
|  | IZ=3436789<br>Iress (number and street)   |  | JI IA 123-456-7890-01<br>City, State, and Postal/ZIP Code                           |
|  |   |  |   |
| PROPERTY O   | INER ADDRESS XXX  | xxxxxxxxxxxxxxxxxxxxx  | <xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx< td=""></xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx<> |
|  |   |  |   |
| lame of Property Ov  | ner   |  |   |
|  | /   | *****  | *****   |
| Owner's Social Secu  | ity No. Owner's FEIN  | Owner's Hawaii Tax I.D. Number(s)  |   |
| L23-45-678   | 12-3456789  | <b>GE</b> 123-456-7890-0   | 1 <b>TA</b> 123-456-7890-01   |
| Property Owner's Ad  | lress (number and street)   |  | City, State, and Postal/ZIP Code  |
|  |   |  |   |
| PROPERTY OF  | INER ADDRESS XXX  |  | <xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx< td=""></xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx<> |
|  |   |  |   |
| Jame of Property Ov  | ner   |  |   |
| lame of Property Ov  | ner   |  |   |
| NAME OF PRO  | OPERTY OWNER XXX  |  | <pre></pre>   |
|  | OPERTY OWNER XXX  | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   |   |
| NAME OF PRO  | DPERTY OWNER XXX<br>ity No. Owner's FEIN  | Owner's Hawaii Tax I.D. Number(s)  | (XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  |
| NAME OF PRO<br>Dwner's Social Secu   | DPERTY OWNER XXX<br>ity No. Owner's FEIN  | Owner's Hawaii Tax I.D. Number(s)  | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  |
| VAME OF PR<br>Owner's Social Secu<br>L23-45-678<br>Property Owner's Ad   | DPERTY OWNER XXX<br>ity No. Owner's FEIN<br>0 12-3456789<br>iress (rumber and street)   | Owner's Hawaii Tax I.D. Number(s)<br>GE 123-456-7890-0   | City, State, and Postal/ZIP Code  |
| VAME OF PR<br>Owner's Social Secu<br>L23-45-678<br>Property Owner's Ad   | DPERTY OWNER XXX<br>ity No. Owner's FEIN<br>) 12–3456789<br>iress (number and street)   | Owner's Hawaii Tax I.D. Number(s)<br>GE 123-456-7890-0   |   |
| VAME OF PRO<br>Dwner's Social Secu<br>L23-45-678<br>Property Owner's Act<br>PROPERTY ON  | DPERTY OWNER XXX<br>ity No. Owner's FEIN<br>12-3456789<br>Iress (number and street)<br>INER ADDRESS XXX   | Owner's Hawaii Tax I.D. Number(s)<br>GE 123-456-7890-0   | City, State, and Postal/ZIP Code  |
| VAME OF PR<br>Owner's Social Secu<br>L23-45-678<br>Property Owner's Ad   | DPERTY OWNER XXX<br>ity No. Owner's FEIN<br>12-3456789<br>Iress (number and street)<br>INER ADDRESS XXX   | Owner's Hawaii Tax I.D. Number(s)<br>GE 123-456-7890-0   | City, State, and Postal/ZIP Code  |
| NAME OF PRO<br>Dwner's Social Secu<br>L23-45-678<br>Property Owner's Act<br>PROPERTY OF<br>NAME OF PRO   | DPERTY OWNER XXX<br>ity No. Owner's FEIN<br>12-3456789<br>dress (number and street)<br>INER ADDRESS XXX<br>mer<br>DPERTY OWNER XXX  | Owner's Hawaii Tax I.D. Number(s)<br>GE 123-456-7890-0   | City, State, and Postal/ZIP Code  |
| NAME OF PRO<br>Dwner's Social Secu<br>L23-45-678<br>Property Owner's Act<br>PROPERTY ON<br>Name of Property Ov   | DPERTY OWNER XXX<br>ity No. Owner's FEIN<br>12-3456789<br>dress (number and street)<br>INER ADDRESS XXX<br>mer<br>DPERTY OWNER XXX  | Owner's Hawaii Tax I.D. Number(s)<br>GE 123-456-7890-(<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXX         | City, State, and Postal/ZIP Code  |
| VAME OF PR(<br>Owner's Social Secu<br>L23-45-678<br>Property Owner's Act<br>PROPERTY OF<br>Name of Property Ov<br>JAME OF PR(<br>Owner's Social Secu                                       | DPERTY OWNER XXX<br>ity No. Owner's FEIN<br>0 12-3456789<br>Iress (rumber and street)<br>INER ADDRESS XXX<br>mer<br>DPERTY OWNER XXX<br>ity No. Owner's FEIN  | Owner's Hawaii Tax I.D. Number(s)<br>GE 123-456-7890-(<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | City, State, and Postal/ZIP Code  |
| VAME OF PRO<br>Dwner's Social Secu<br>L23-45-678<br>Property Owner's Act<br>PROPERTY OF<br>ROPERTY OF<br>NAME OF PRO<br>Dwner's Social Secu<br>L23-45-678                                  | DPERTY OWNER XXX<br>ity No. Owner's FEIN<br>12-3456789<br>tress (rumber and street)<br>INER ADDRESS XXX<br>mer<br>DPERTY OWNER XXX<br>ity No. Owner's FEIN<br>0 12-3456789                                | Owner's Hawaii Tax I.D. Number(s)<br>GE 123-456-7890-(<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | City, State, and Postal/ZIP Code<br>(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX           |
| VAME OF PRO<br>Dwner's Social Secu<br>L23-45-678<br>Property Owner's Act<br>PROPERTY OF<br>ROPERTY OF<br>NAME OF PRO<br>Dwner's Social Secu<br>L23-45-678                                  | DPERTY OWNER XXX<br>ity No. Owner's FEIN<br>0 12-3456789<br>Iress (rumber and street)<br>INER ADDRESS XXX<br>mer<br>DPERTY OWNER XXX<br>ity No. Owner's FEIN  | Owner's Hawaii Tax I.D. Number(s)<br>GE 123-456-7890-(<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | City, State, and Postal/ZIP Code  |
| NAME OF PRO<br>Dwner's Social Secu<br>L23-45-678<br>Property Owner's Act<br>PROPERTY ON<br>Name of Property Ov<br>JAME OF PRO<br>Dwner's Social Secu<br>L23-45-678<br>Property Owner's Act | DPERTY OWNER XXX<br>ity No. Owner's FEIN<br>D 12-3456789<br>Itess (rumber and street)<br>INER ADDRESS XXX<br>mer<br>DPERTY OWNER XXX<br>ity No. Owner's FEIN<br>D 12-3456789<br>Itess (rumber and street) | Owner's Hawaii Tax I.D. Number(s)<br>GE 123-456-7890-(<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | City, State, and Postal/ZIP Code<br>(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX           |
| NAME OF PRO<br>Dwner's Social Secu<br>L23-45-678<br>Property Owner's Act<br>PROPERTY ON<br>Name of Property Ov<br>JAME OF PRO<br>Dwner's Social Secu<br>L23-45-678<br>Property Owner's Act | DPERTY OWNER XXX<br>ity No. Owner's FEIN<br>D 12-3456789<br>Itess (rumber and street)<br>INER ADDRESS XXX<br>mer<br>DPERTY OWNER XXX<br>ity No. Owner's FEIN<br>D 12-3456789<br>Itess (rumber and street) | Owner's Hawaii Tax I.D. Number(s)<br>GE 123-456-7890-(<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | City, State, and Postal/ZIP Code<br>(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX           |
| NAME OF PRO<br>Dwner's Social Secu<br>L23-45-678<br>Property Owner's Act<br>PROPERTY ON<br>Name of Property Ov<br>JAME OF PRO<br>Dwner's Social Secu<br>L23-45-678<br>Property Owner's Act | DPERTY OWNER XXX<br>ity No. Owner's FEIN<br>D 12-3456789<br>Itess (rumber and street)<br>INER ADDRESS XXX<br>mer<br>DPERTY OWNER XXX<br>ity No. Owner's FEIN<br>D 12-3456789<br>Itess (rumber and street) | Owner's Hawaii Tax I.D. Number(s)<br>GE 123-456-7890-(<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | City, State, and Postal/ZIP Code<br>(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX           |
| NAME OF PRO<br>Dwner's Social Secu<br>L23-45-678<br>Property Owner's Act<br>PROPERTY ON<br>Name of Property Ov<br>JAME OF PRO<br>Dwner's Social Secu<br>L23-45-678<br>Property Owner's Act | DPERTY OWNER XXX<br>ity No. Owner's FEIN<br>D 12-3456789<br>Itess (rumber and street)<br>INER ADDRESS XXX<br>mer<br>DPERTY OWNER XXX<br>ity No. Owner's FEIN<br>D 12-3456789<br>Itess (rumber and street) | Owner's Hawaii Tax I.D. Number(s)<br>GE 123-456-7890-(<br>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | City, State, and Postal/ZIP Code<br>(XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX           |

| Place   |
|---------|
| QR Code |
| Here    |

#### Human Readable text here

#### STATE OF HAWAII – DEPARTMENT OF TAXATION SCHEDULE OF PROPERTY OWNERS ENTERING INTO A RENTAL COLLECTION AGREEMENT



| PART I PROPERTY MANAGEMENT COMPANY INFORMATION   |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| Name of Authorized Rent Collector  | Hawaii Tax I.D. Number:                                |  |  |  |  |  |
| NAME OF AUTHORIZED RENT COLLECTOR XXXX   | <b>GE</b> 123-456-7890-01                              |  |  |  |  |  |
| PART II SCHEDULE OF PROPERTY OWNERS  |  |  |  |  |  |  |
| Name of Property Owner   |  |  |  |  |  |  |
| NAME       OF       PROPERTY       OWNER       XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX              | ******   |  |  |  |  |  |
| 123-45-6789 12-3456789 <b>GE</b> 123-456-7890-01<br>Property Owner's Address (number and street) | TA 123-456-7890-01<br>City, State, and Postal/ZIP Code |  |  |  |  |  |
| PROPERTY OWNER ADDRESS XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                       | *****  |  |  |  |  |  |
| Name of Property Owner   |  |  |  |  |  |  |
| NAME       OF       PROPERTY       OWNER       XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX              | ******   |  |  |  |  |  |
| 123-45-6789 12-3456789 <b>GE</b> 123-456-7890-01<br>Property Owner's Address (number and street) | TA 123-456-7890-01<br>City, State, and Postal/ZIP Code |  |  |  |  |  |
| PROPERTY OWNER ADDRESS XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                       | *****  |  |  |  |  |  |
| Name of Property Owner   |  |  |  |  |  |  |
| NAME       OF       PROPERTY       OWNER       XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX              | *****  |  |  |  |  |  |
| 123-45-6789 12-3456789 <b>GE</b> 123-456-7890-01<br>Property Owner's Address (number and street) | TA 123-456-7890-01<br>City, State, and Postal/ZIP Code |  |  |  |  |  |
| PROPERTY OWNER ADDRESS XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                       | *****  |  |  |  |  |  |
| Name of Property Owner   |  |  |  |  |  |  |
| NAME       OF       PROPERTY       OWNER       XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX              | *****  |  |  |  |  |  |
| 123-45-6789 12-3456789 <b>GE</b> 123-456-7890-01<br>Property Owner's Address (number and street) | TA 123-456-7890-01<br>City, State, and Postal/ZIP Code |  |  |  |  |  |
| PROPERTY OWNER ADDRESS XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                                       | <pre></pre>  |  |  |  |  |  |

| FORM RCA-1<br>(2024)                                 |                                   |              |  |              | PAGE 2  |
|--|-----------------------------------|--------------|--|--------------|---|
| Place<br>QR Code<br>Here<br>Human Readable text here | Name of Authorized Rent Collector | RIZED F      | RENT COLLECTO                          | OR XXXX      | Authorized Rent Collector Hawaii Tax I.D. Number    |
|  | F PROPERTY OWNERS                 | NFORMATI     | ON - CONTINUED                         |              |   |
| Name of Property Owner                               |                                   |              |  |              |   |
| NAME OF PROPERT<br>Owner's Social Security No.       | LY OWNER XXXXXX<br>Owner's FEIN   |              | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |              | ******  |
| 123-45-6789<br>Property Owner's Address (nu          | 12-3456789<br>umber and street)   | <b>GE</b> 12 | 23-456-7890-0                          | D1 <b>T</b>  | 123-456-7890-01<br>City, State, and Postal/ZIP Code |
| PROPERTY OWNER                                       | ADDRESS XXXXXX                    | XXXXXXX      |  | XXXXXXXX     | *****   |
| Name of Property Owner                               |                                   |              |  |              |   |
| NAME OF PROPERT<br>Owner's Social Security No.       | TY OWNER XXXXXX<br>Owner's FEIN   |              | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |              | ******  |
| 123-45-6789<br>Property Owner's Address (nu          | 12-3456789<br>umber and street)   | <b>GE</b> 12 | 23-456-7890-0                          | D1 <b>T/</b> | 123-456-7890-01<br>City, State, and Postal/ZIP Code |
| PROPERTY OWNER                                       | ADDRESS XXXXXX                    | XXXXXXX      | *****                                  | XXXXXXXX     | *****   |
| Name of Property Owner                               |                                   |              |  |              |   |
| NAME OF PROPERT<br>Owner's Social Security No.       | ۲Y OWNER XXXXXX<br>Owner's FEIN   |              | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |              | ******  |
| 123-45-6789<br>Property Owner's Address (nu          | 12-3456789<br>umber and street)   | <b>GE</b> 12 | 23-456-7890-0                          | D1 <b>T/</b> | 123-456-7890-01<br>City, State, and Postal/ZIP Code |
| PROPERTY OWNER                                       | ADDRESS XXXXXX                    | XXXXXXX      | *****                                  | XXXXXXXX     | *****   |
| Name of Property Owner                               |                                   |              |  |              |   |
| NAME OF PROPERT<br>Owner's Social Security No.       | TY OWNER XXXXXX<br>Owner's FEIN   |              | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |              | *****   |
| 123-45-6789<br>Property Owner's Address (nu          | 12-3456789<br>umber and street)   | <b>GE</b> 12 | 23-456-7890-0                          | D1 <b>T</b>  | 123-456-7890-01<br>City, State, and Postal/ZIP Code |
| PROPERTY OWNER                                       | ADDRESS XXXXXX                    | XXXXXXX      |  | XXXXXXXX     | *****   |
| Name of Property Owner                               |                                   |              |  |              |   |
| NAME OF PROPERT<br>Owner's Social Security No.       | TY OWNER XXXXXX<br>Owner's FEIN   |              | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |              | *****   |
| 123-45-6789<br>Property Owner's Address (nu          | 12-3456789<br>umber and street)   | <b>GE</b> 12 | 23-456-7890-0                          | 01 <b>T/</b> | 123-456-7890-01<br>City, State, and Postal/ZIP Code |
| PROPERTY OWNER                                       | ADDRESS XXXXXX                    | XXXXXXX      | *****                                  | XXXXXXXX     | *****   |
|  |                                   |              |  |              |   |