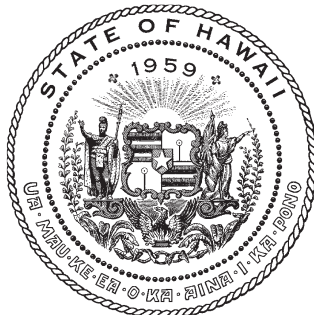


**STATE OF HAWAII  
DEPARTMENT OF TAXATION**



**General Information  
and Scannable Specifications  
for  
Form GEW-TA-RV-6 (Rev. 2018)**

**Contact Information for General Questions**

Hawaii Department of Taxation  
Technical Section  
Attn: Sharlene Tagami, Forms Coordinator  
830 Punchbowl Street, Rm 126  
Honolulu, Hawaii 96813

Telephone: (808) 587-1577  
Fax: (808) 587-1584  
E-mail: [Tax.Technical.Section@hawaii.gov](mailto: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](mailto:tax.dp.qa@hawaii.gov)

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

## FORM GEW-TA-RV-6 (Rev. 2018)

### General Information and Scannable Specifications

This document provides software vendors with the requirements for reproducing Form GEW-TA-RV-6 (the Form). The Form is designed for electronic scanning that permits faster processing with fewer errors. Software developers who reproduce, develop, or distribute the Form 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.

Substitute scannable versions of the Form **MUST** meet requirements as established in this document and our 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 GEW-TA-RV-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 versions of the Form and its 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 versions of the Form 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. Helvetica
- 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 GEW-TA-RV-6: 8 pt Helvetica bold
  2. Rev. 2018: 8 pt Helvetica bold
- The following font and size should be used for the form number located at the bottom right corner of the form:
  1. Form GEW-TA-RV-6: 8 pt Helvetica bold

### 4. Variable Data

- All variable data fields must utilize 12 pt Courier 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

- Dates must be printed with spaces between. For example:  
MM DD YY  
(2 digits for month, followed by a space, followed by 2 digits for day, followed by a space, followed by 2 digits for year).
- Date (located at the bottom next to title) 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, for the general excise tax:

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 for the Form may begin with "GE," "TA," or "RV." The prefacing "GE," "TA," or "RV" must be included in the variable data field.

### 6. Dollar Amounts

999999999999 .99

- Do not use commas as thousand separators.
- Do not use leading dollar signs.
- Amounts are right justified.
- Fields with dollar amounts that are not rounded to whole dollar amounts must be followed by a decimal point showing "00" for cents.

## 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 trailing 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 GEW-TA-RV-6 (Rev. 2018) cannot be filed until 2019.

## 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. Page 1: The 2-digit Hawaii Vendor I.D. Number should begin at column 43, row 65.

### 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):
  1. Page 1: 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:  
GEWTARV6\_T 2018A 01 VIDXX

The QR code includes the form number (GEWTARV6), an underscore, type of form (T), space, 4-digit form year (2018), 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 at the bottom of the page at column 6, row 64, utilizing 6 pt Helvetica font.
- Please do not print the outline around the human readable text and QR code. These were only 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. 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 GEW-TA-RV-6. If you did not receive the acetate overlays, please contact the Forms Coordinator.

APPLICATION FOR EXTENSION OF TIME TO FILE THE GE/USE TAX ANNUAL RETURN & RECONCILIATION (FORM G-49), THE TA TAX ANNUAL RETURN & RECONCILIATION (FORM TA-2), OR THE RVST ANNUAL RETURN & RECONCILIATION (FORM RV-3)

Place QR Code Here

NOTE: This form may be filed and payment made electronically with the Department of Taxation (Department). For more information, go to tax.hawaii.gov/eservices.

Use this form to request a 3-month extension of time to file the General Excise/Use Tax Annual Return & Reconciliation (Form G-49), the Transient Accommodations Tax Annual Return & Reconciliation (Form TA-2), or the Rental Motor Vehicle, Tour Vehicle and Car-Sharing Vehicle Surcharge Tax Annual Return & Reconciliation (Form RV-3).

This extension of time to file is not an extension of time to pay. If additional taxes are due for the year, write the amount due on line e. Your check or money order for the entire amount, payable to "Hawaii State Tax Collector" in U.S. dollars

drawn on any U.S. bank must be attached to the completed Form GEW-TA-RV-6 and submitted to the Department on or before the original due date of the return. Write "GEW-TA-RV-6," the tax type, the tax year, and your Hawaii Tax I.D. No. on your check or money order.

IMPORTANT: An approved application for extension is valid only if all monthly, quarterly, or semiannual periodic returns (Form G-45, Form TA-1, or Form RV-2) and tax payments for the year have been filed and paid, and the balance, if any, of the properly estimated tax due for the year was paid with the initial application for extension.

Check ONE (1) type of return to be filed:

[X] Form G-49 [X] Form TA-2 [X] Form RV-3

HAWAII TAX I.D. NO. GE 123 456 7890 01

Last 4 digits of your FEIN or SSN: 9999

Form fields for Taxpayer's Name, Trade Name, Address, and City/State/Zip Code.

APPLICATION is hereby made for an extension of time to file the GE/USE Tax, TA Tax, or, RVST Annual Return & Reconciliation as indicated by the check mark for the one (1) type of return marked above:

a. For: [X] calendar year ending December 31, 20 99 or [X] fiscal year ending 9 9 9 9 9 9

Form fields for extension request: b. An extension is requested until: (MM/DD/YY) and c. Were you previously granted an extension of time to file this return?

Form field for explanation: d. This extension is necessary for the following reasons (See Instructions below):

Form field for additional taxes due: e. ADDITIONAL TAXES DUE. (If no payment is due, enter "0.") (See Instructions below.) \$ 99999999.00

DECLARATION: I declare under the penalties set forth in section 231-36, HRS, that the statements contained herein are true and correct, prepared in accordance with the provisions of the GE and Use Tax Laws, the TA Tax Law, or the RVST Law and the rules issued thereunder.

Signature of Owner, Partner or Member, Officer, Operator, Lessor, or Duly Authorized Agent. Fields for Print Name, Title, Date, and Daytime Phone Number.

Mailing Address: Hawaii Department of Taxation, P.O. Box 2430, Honolulu, HI 96804-2430. For More Information: Website: tax.hawaii.gov, Telephone: 808-587-4242, Toll Free: 1-800-222-3229

APPLICATION FOR EXTENSION OF TIME TO FILE THE GE/USE TAX ANNUAL RETURN & RECONCILIATION (FORM G-49), THE TA TAX ANNUAL RETURN & RECONCILIATION (FORM TA-2), OR THE RVST ANNUAL RETURN & RECONCILIATION (FORM RV-3)

Place QR Code Here

NOTE: This form may be filed and payment made electronically with the Department of Taxation (Department). For more information, go to tax.hawaii.gov/eservices.

Use this form to request a 3-month extension of time to file the General Excise/Use Tax Annual Return & Reconciliation (Form G-49), the Transient Accommodations Tax Annual Return & Reconciliation (Form TA-2), or the Rental Motor Vehicle, Tour Vehicle and Car-Sharing Vehicle Surcharge Tax Annual Return & Reconciliation (Form RV-3).

This extension of time to file is not an extension of time to pay. If additional taxes are due for the year, write the amount due on line e. Your check or money order for the entire amount, payable to "Hawaii State Tax Collector" in U.S. dollars

drawn on any U.S. bank must be attached to the completed Form GEW-TA-RV-6 and submitted to the Department on or before the original due date of the return. Write "GEW-TA-RV-6," the tax type, the tax year, and your Hawaii Tax I.D. No. on your check or money order.

IMPORTANT: An approved application for extension is valid only if all monthly, quarterly, or semiannual periodic returns (Form G-45, Form TA-1, or Form RV-2) and tax payments for the year have been filed and paid, and the balance, if any, of the properly estimated tax due for the year was paid with the initial application for extension.

ATTACH YOUR CHECK OR MONEY ORDER HERE

Check ONE (1) type of return to be filed:

Form G-49 Form TA-2 Form RV-3

HAWAII TAX I.D. NO. GE 123 456 7890 01

Last 4 digits of your FEIN or SSN: 9999

Form fields for Taxpayer's Name, Trade Name, Address, and City/State/Zip Code.

APPLICATION is hereby made for an extension of time to file the GE/USE Tax, TA Tax, or, RVST Annual Return & Reconciliation as indicated by the check mark for the one (1) type of return marked above:

a. For: calendar year ending December 31, 20 99 or fiscal year ending 999999

b. An extension is requested until: (MM/DD/YY) 999999

c. Were you previously granted an extension of time to file this return? Yes No

d. This extension is necessary for the following reasons (See Instructions below): EXPLANATION

e. ADDITIONAL TAXES DUE. (If no payment is due, enter "0.") (See Instructions below.) \$ 99999999.00

DECLARATION: I declare under the penalties set forth in section 231-36, HRS, that the statements contained herein are true and correct, prepared in accordance with the provisions of the GE and Use Tax Laws, the TA Tax Law, or the RVST Law and the rules issued thereunder.

Signature of Owner, Partner or Member, Officer, Operator, Lessor, or Duly Authorized Agent PRINT NAME TITLE 12-12-1212 (999) 999-9999

Mailing Address: Hawaii Department of Taxation P. O. Box 2430 Honolulu, HI 96804-2430

For More Information: Website: tax.hawaii.gov Telephone: 808-587-4242 Toll Free: 1-800-222-3229

Human Readable text here