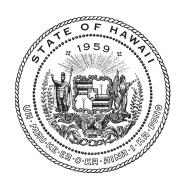
STATE OF HAWAII DEPARTMENT OF TAXATION



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

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

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

99999999999.99

- 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.

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

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).
- 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.

4 6 8 10 12 14 16 18 20 22 24 26 28 30 32 34 36 FORM GEW-TA-RV-6 STATE OF HAWAII — DEPARTM (REV. 2018) APPLICATION FOR EXTENSION GE/USE TAX ANNUAL RETURN	38 40 42 44 46 48 50 52 54 56 58 60 62 64 66 68 70 72 74 76 78 80 82
FORM GEW-TA-RV-6 STATE OF HAWAII — DEPARTM (REV. 2018) APPLICATION FOR EXTENSION GE/LISE TAY ANNUAL BETTLEN	38 40 42 44 40 48 30 32 34 30 38 00 02 04 00 08 70 72 74 70 78 80 32
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OP Code (FORM G-49). THE TATAX AN	YNUAL RETURN &
Here RECONCILIATION (FORM TA-2), (OR THE RVST ANNUAL.
RETURN & RECONCILIATI	ON (FORM RV-3)
NOTE: This fame was the first and as went was a status in	9
Department of Taxation (Department). For more information, go to	
gov/eservices.	Write "GEW-TA-RV-6," the tax type, the tax year, and your Hawaii Tax I.D. No. on
Use this form to request a 3-month extension of time to file the Ge	neral Excise/ your check or money order. If you are requesting a second 3-month extension, 12
Use Tax Annual Return & Reconciliation (Form G-49), the	he Transient this form must be completed and submitted to the Department on or before the 13
Accommodations Tax Annual Return & Reconciliation (Form TA-2),	Of the refinal Above help will want be awarded Train flower with a same of the property of the
Motor Vehicle, Tour Vehicle and Car-Sharing Vehicle Surcharge Return & Reconciliation (Form RV-3). Enter the Hawaii Tax I.D. No.	Tax Allinda but be also also also also be a local about the same of the figure TV to be a few to but the same to t
which you are requesting an extension (e.g., GE-XXX-XXX-)	XXXX-XX). If a duly authorized agent
additional time is needed, a second 3-month extension may be rec	quested using IMPORTANT: An approved application for extension is valid only if all monthly, $_{17}$
this form. The maximum allowable extension period is 6 months.	
explanation for why an extension is needed on line d. A valid an reason (e.g., hospitalization of taxpayer) for the extension must ex	
Department will approve an extension.	for extension. Form G-49, Form TA-2, or Form RV-3, along with the payment of
This extension of time to file is not an extension of time to pay. If ad	Iditional taxes any tax to the extent not already paid, must be filed on or before the expiration of
are due for the year, write the amount due on line e. Your check or	money order the approved extension. Failure to meet these conditions will result in the
for the entire amount, payable to "Hawaii State Tax Collector" in	the amount of tay owed at it no extension had been grapted
	24
) 1	LIAWAH TAY ID NO GE 123 456 7890 01
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 26
	9 9 9 9 27
	Last 4 digits of your FEIN or SSN: 28
Taxpayer's/Operator's/Lessor's Name	29
TAXPAYER NAME XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Trade Name or Doing Business As (DBA) Name	31
DOING BUSINESS AS NAME XXXXXX	$oxed{xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx$
Address (Number and Street)	33
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
City, State, and Postal/Zip Code	34
CITY STATE ZIP CODE XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
}	36
	to file the GE/USE Tax, TA Tax, or, RVST Annual Return & Reconciliation as indicated 37
	(MIW/DD/YY)
a. For: X calendar year ending December 31, 20 9	9 or X fiscal year ending 9 9 9 9 9 9 9
a. For. Las calendar year ending December 31, 20	of Manager Finding 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9
	c. Were you previously granted an extension of time to file this return?
b. An extension is requested until: (MM/DD/YY)	X Yes X No (MM/DD/YY) 42
	If yes, previous extension 43
(No more than 3 months. 9 9 9 9 9 9 9	was granted to: 9 9 9 9 9 9 9 9 44
	45
d. This extension is necessary for the following reasons (Se	ee Instructions below):
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Place **OR** Code Here

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)**

NOTE: This form may be filed and payment made electronically with the drawn on any U.S. bank must be attached to the completed Form GEW-TA-RV-6 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). Enter the Hawaii Tax I.D. No. for the tax for which you are requesting an extension (e.g., GE-XXX-XXX-XXX). If additional time is needed, a second 3-month extension may be requested using IMPORTANT: An approved application for extension is valid only if all monthly, this form. The maximum allowable extension period is 6 months. Provide a full explanation for why an extension is needed on line d. A valid and compelling reason (e.g., hospitalization of taxpayer) for the extension must exist before the Department will approve an extension.

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

Department of Taxation (Department). For more information, go to tax.hawaii. 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. If you are requesting a second 3-month extension, this form must be completed and submitted to the Department on or before the expiration of the initial 3-month extension. Applications for extensions filed after these dates will not be granted. This form must be signed by a person who is authorized to sign the annual return (Form G-49, Form TA-2, or Form RV-3) or by a duly authorized agent.

> 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. Form G-49, Form TA-2, or Form RV-3, along with the payment of any tax to the extent not already paid, must be filed on or before the expiration of the approved extension. Failure to meet these conditions will result in the extension being deemed invalid and penalties and interest shall be assessed on the amount of tax owed as if no extension had been granted.

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

HAWAII TAX I.D. NO.

123

456

7890

01

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

Last 4 digits of your FEIN or SSN:

9999

Taxpayer's/Operator's/Lessor's Name Trade Name or Doing Business As (DBA) Name

Address (Number and Street)

ATTACH YOUR CHECK OR MONEY ORDER HERE

City, State, and Postal/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: (MM/DD/YY)

🔀 calendar year ending December 31, 20 9 9 X fiscal year ending 9 9 9 9 9

c. Were you previously granted an extension of time to file this return?

Yes (MM/DD/YY) X No (MM/DD/YY) b. An extension is requested until: If yes, previous extension (No more than 3 months. 9 9 9 9 9 9 9 9 9 9 was granted to: See Instructions)

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

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

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 XXXXXXXXXXXXXX 12-12-1212 TITLE XXXXXXXXXXXX Date

Print Name of Signatory Title

For More Information:

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

Mailing Address:

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

FORM GEW-TA-RV-6

(999)999-9999

Daytime Phone Number