

**STATE OF HAWAII
DEPARTMENT OF TAXATION**



**General Information
and Scannable Specifications
for
Form N-200V (Rev. 2019)**

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 N-200V (Rev. 2019)

General Information and Scannable Specifications

This document provides software vendors with the requirements for reproducing Form N-200V. Form N-200V is designed for electronic scanning that permits faster processing with fewer errors. Software developers who reproduce, develop, or distribute Form N-200V 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 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 N-200V 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. Helvetica
- The following fonts and sizes should be used for the form number and revision year located at the top left corner of the voucher:
 1. Form: 8 pt Helvetica
 2. Rev. 2019: 6 pt Helvetica
 3. N-200V: 12 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 indicator. See exhibit for exact placement. The use of a checkmark is not acceptable.

5. Variable Data Delimiters

- Taxpayer's Social Security Number should be printed with spaces between the dash (-) delimiters. For example:
123 - 45 - 6789
(3 digits, followed by a space, followed by a dash (-), followed by a space, followed by 2 digits, followed by a space, followed by a dash (-), followed by a space, followed by 4 digits)
- Tax Year Ending should be printed with spaces between the dash (-) delimiters. For example:
MM - DD - YY
(2 digits for month, followed by a space, followed by a dash (-), followed by a space, followed by 2 digits for the day, followed by a space, followed by a dash (-), followed by a space, followed by 2 digits for the tax year ending)

6. Dollar Amounts

123456789 . 12

- Do not use commas as thousand separators.
- Do not use leading dollar signs.
- Amounts are right justified.
- Dollar and cent signs should not be used.

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.
- Test samples must include only the voucher portion of the form, and must be cut where indicated.
- 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 N-200V (Rev. 2019) cannot be filed until 2020.

SCANNABLE SPECIFICATIONS

1. Layout

- The form was designed on a 6x10 grid. See exhibits.
- 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 23, row 64.

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 50.
- 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 is:
N200V_T 2019A 01 VIDXX

The QR code includes the form number (N200V), an underscore, type of form (T), space, 4-digit form year (2019), 1-letter revision indicator (A), space, 2-digit page number (01), space, and 2-digit Hawaii Vendor I.D. Number. There are no hyphens.

- The human readable text for the QR code MUST be printed at the bottom of page 1 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 N-200V. If you did not receive the acetate overlays, please contact the Forms Coordinator.

INDIVIDUAL INCOME TAX PAYMENT VOUCHER

(NOTE: References to "married" and "spouse" are also references to "in a civil union" and "civil union partner," respectively.)

GENERAL INSTRUCTIONS

INTERNET FILING — Form N-200V can be filed and payment made electronically through the State's Internet portal. For more information, go to tax.hawaii.gov/eservices/.

ABOUT THIS FORM

Form N-200V is designed for electronic scanning that permits faster processing with fewer errors. To avoid delays:

- 1. Print amounts only on those lines that are applicable.
2. Use only a black or dark blue ink pen. Do not use red ink, pencils, felt tip pens, or erasable pens.
3. Because this form is read by a machine, please print your numbers inside the boxes like this:



- 4. Do NOT print outside the boxes.
5. Do NOT use dollar signs, commas, slashes, dashes or parentheses in the boxes.
6. Do not photocopy this form.

PURPOSE OF FORM

Use Form N-200V to send your payment to the Department of Taxation (Department) when you are making (1) an estimated tax payment, (2) an extension payment, or (3) a tax return payment for Form N-11, N-15, or N-310, but you are not making the payment with your return. For example, if you filed electronically, but are not paying electronically, use Form N-200V to send your payment to the Department. Form N-200V allows us to process your payment more accurately and efficiently.

Note: Tax payments will be credited to the social security number provided on Form N-200V.

HOW TO COMPLETE FORM

Print your name and social security number in the space provided.

If you are an alien and were issued an individual taxpayer identification number (ITIN) by the IRS, enter your ITIN in the space provided for the social security number. If you applied for an ITIN but the IRS has not yet issued the ITIN, write "ITIN Applied For" in the space above the box where you enter your name.

If you are making a tax payment for a composite Form N-15, check the box for Composite Taxpayer. Print "Partners" or "Shareholders" in the space provided for the first name. Print the partnership's or the S corporation's name in the space provided for the last name. Print the partnership's or S corporation's federal employer identification number in the space provided for the social security number in social security number format (i.e., 123-45-6789).

Print the date your tax year ends and the amount of your payment in the space provided.

Make your check or money order payable in U.S. dollars to "Hawaii State Tax Collector." Make sure your name appears on your check or money order. Please write your social security number (federal employer identification number if you are a composite taxpayer), daytime phone number, the year for which payment is made, and the form number of the tax return you are filing (e.g., "2019 Form N-11") on your check or money order. Do not postdate your check. Do not send cash.

WHERE TO FILE

Detach Form N-200V along the dotted line. Attach your check or money order to the front of Form N-200V and send them to:

Hawaii Department of Taxation
Attn: Payment Section
P. O. Box 1530
Honolulu, Hawaii 96806-1530

CUT HERE

Form (Rev. 2019) N-200V

STATE OF HAWAII — DEPARTMENT OF TAXATION
INDIVIDUAL INCOME TAX
PAYMENT VOUCHER

DO NOT WRITE OR STAPLE IN THIS SPACE

Place QR Code Here

DO NOT SUBMIT A PHOTOCOPY OF THIS FORM

Your Social Security Number

First name M.I. Last name Suffix
TAXPAYER'S 1ST NAME MI TP'S LAST NAMEXXXXXXXXX JR

123 - 45 - 1234

Tax Year Ending (MM DD YY)

Tax Payment Type (Check only one) Check if payment is for a composite Form N-15

12 - 12 - 12

X Estimated Tax Payment X Composite Taxpayer

Amount of Payment

X Extension Payment

X Tax Return Payment for

123456789.12

Form N-11, N-15, or N-310

MAIL THIS VOUCHER WITH CHECK OR MONEY ORDER PAYABLE TO "HAWAII STATE TAX COLLECTOR." Write your SSN, daytime phone number, the year for which payment is made, and form number of the tax return you are filing (e.g., "2019 Form N-11") on your check or money order.

STATE OF HAWAII — DEPARTMENT OF TAXATION
INDIVIDUAL INCOME TAX PAYMENT VOUCHER

(NOTE: References to "married" and "spouse" are also references to "in a civil union" and "civil union partner," respectively.)

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1. Print amounts only on those lines that are applicable.
2. Use only a black or dark blue ink pen. Do not use red ink, pencils, felt tip pens, or erasable pens.
3. Because this form is read by a machine, please print your numbers inside the boxes like this:



4. Do NOT print outside the boxes.
5. Do NOT use dollar signs, commas, slashes, dashes or parentheses in the boxes.
6. Do not photocopy this form.

PURPOSE OF FORM

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Note: Tax payments will be credited to the social security number provided on Form N-200V.

HOW TO COMPLETE FORM

Print your name and social security number in the space provided.

If you are an alien and were issued an individual taxpayer identification number (ITIN) by the IRS, enter your ITIN in the space provided for the social security number. If you applied for an ITIN but the IRS has not yet issued the ITIN, write "ITIN Applied For" in the space above the box where you enter your name.

If you are making a tax payment for a composite Form N-15, check the box for Composite Taxpayer. Print "Partners" or "Shareholders" in the space provided for the first name. Print the partnership's or the S corporation's name in the space provided for the last name. Print the partnership's or S corporation's federal employer identification number in the space provided for the social security number in social security number format (i.e., 123-45-6789).

Print the date your tax year ends and the amount of your payment in the space provided.

Make your check or money order payable in U.S. dollars to "**Hawaii State Tax Collector.**" Make sure your name appears on your check or money order. Please write your social security number (federal employer identification number if you are a composite taxpayer), daytime phone number, the year for which payment is made, and the form number of the tax return you are filing (e.g., "2019 Form N-11") on your check or money order. Do not postdate your check. Do not send cash.

WHERE TO FILE

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Attn: Payment Section
P. O. Box 1530
Honolulu, Hawaii 96806-1530

✂ — — — — — CUT HERE — — — — — ✂

Form (Rev. 2019)

STATE OF HAWAII — DEPARTMENT OF TAXATION

DO NOT WRITE OR STAPLE IN THIS SPACE

N-200V

**INDIVIDUAL INCOME TAX
PAYMENT VOUCHER**

DO NOT SUBMIT A PHOTOCOPY OF THIS FORM

Place
QR Code
Here

Your Social Security Number

First name M.I. Last name Suffix
TAXPAYER'S 1ST NAME MI TP'S LAST NAMEXXXXXXXXX JR

123 - 45 - 1234
Tax Year Ending (MM DD YY)

Tax Payment Type (Check only one) Check if payment is for a composite Form N-15

12 - 12 - 12

Estimated Tax Payment Composite Taxpayer

Amount of Payment

Extension Payment

Tax Return Payment for
Form N-11, N-15, or N-310

123456789.12

MAIL THIS VOUCHER WITH CHECK OR MONEY ORDER PAYABLE TO "HAWAII STATE TAX COLLECTOR." Write your SSN, daytime phone number, the year for which payment is made, and form number of the tax return you are filing (e.g., "2019 Form N-11") on your check or money order.

Human Readable text here

ID NO XX