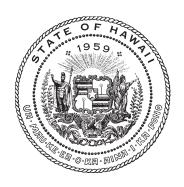
STATE OF HAWAII DEPARTMENT OF TAXATION



General Information and Scannable Specifications for Schedule GE (Form G-45/G-49) (Rev. 2021)

Contact Information for General Questions

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Schedule GE (Form G-45/G-49) (Rev. 2021)

General Information and Scannable Specifications

This document provides software vendors with the requirements for reproducing Schedule GE (Form G-45/G-49). Schedule GE (Form G-45/G-49) is designed for electronic scanning that permits faster processing with fewer errors. Software developers who reproduce, develop, or distribute Schedule GE (Form G-45/G-49) 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 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 Schedule GE (Form G-45/G-49) 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 fonts:
 - 1. Arial
 - 2. Times New Roman
- 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. Schedule GE: 12 pt Arial bold
 - 2. Form G-45/G-49: 8 pt Arial
 - 3. REV. 2021: 8 pt Arial
- The following font and size should be used for the form number and revision year located at the bottom right corner of the form:
 - 1. Schedule GE (REV. 2021): 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.

5. Variable Data Delimiters

 Period Ending must be printed with a dash (-) delimiter. For example:

MM-YY

(2 digits for month, followed by a dash (-), followed by 2 digits for the period ending).

 Tax Year Ending must be printed with dash (-) delimiters. For example:

MM-DD-YY

(2 digits for month, followed by a dash (-), followed by 2 digits for the day, followed by a dash (-), followed by 2 digits for the tax year ending)

 Taxpayer's Hawaii Tax I.D. Number must be printed with 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)

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

6. Dollar Amounts

99999999999

- · Do not use commas as thousand separators.
- · Do not use leading dollar signs.
- Amounts are right justified.
- Dollar amounts are rounded to whole dollar amounts.
 Do not enter 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 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 sample.
- Approval of the facsimile must be obtained from the Department **prior** to filing.
- Schedule GE (Form G-45/G-49) (Rev. 2021) cannot be filed until 2022.

SCANNABLE SPECIFICATIONS

1. Hawaii Vendor I.D. Number

- Print your 2-digit Hawaii Vendor I.D. Number following the "ID NO" label (see exhibit for exact placement).
 - Page 1: The 2-digit Hawaii Vendor I.D. Number should begin at column 42, row 64. See exhibit for exact placement.
- The Hawaii Vendor I.D. Number must utilize 12 pt Courier New font.

2. Anchors

- Anchors are required on the form. The scanning equipment looks for "L" anchors printed on the form. Exact placement of the anchors are required.
- The vertical and horizontal edges of the "L" anchors must be the same length of 0.3125 inch long and 0.0278 inches thick.
- · There are two anchors on the form.
 - 1. The top right "L" anchor should extend from the middle of column 77 to the end of column 80 and should rest at the top of row 4.



2. The bottom left "L" anchor should start at the beginning of column 6, extend through the middle of column 9 and rest on top of row 65.



- The tolerance is 1mm (1/4 of a grid).
- No data or other stray marks are allowed to encroach within the white space in a 0.3125 inch square of the anchor.





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 71 and at the bottom of row 6
- Height of the QR code is 0.5 inch.
- · Length of the QR 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.
- · DO NOT stretch the QR code image.
- The required QR code for page 1 is SCHGE T 2021A 01 VIDXX:

The QR code includes the form number (SCHGE), an underscore, type of form (T), space, 4-digit form year (2021), 1-letter revision indicator (A), space, 2-digit page number (01), and vendor ID number. There are no hyphens.

- The human readable text for the QR code MUST be printed below the QR code at column 68, row 7, utilizing 6 pt Arial font (see exhibits for exact placement).
- 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. Form Serial Number

- The form serial number MUST be printed at column 11, row 64, utilizing 12 pt Courier New font.
- The required form serial number for page 1 is: SGE1C0S1
- Please note that the sixth digit is the number 0.

Schedule GE (Form G-45/G-49) (Rev. 2021) General Information and Scannable Specifications

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 Schedule GE (Form G-45/G-49). If you did not receive the acetate overlays, please contact the Forms Coordinator.

30 32 34 36 38 40 42 44 46 48 50 52 54 10 12 14 16 18 20 22 28 56 72 74 24 58 60 62 80 82 STATE OF HAWAII - DEPARTMENT OF TAXATION Schedule GE Place (Form G-45/G-49) General Excise/Use Tax **OR** Code (REV. 2021) Here Schedule of Exemptions and Deductions luman Readable text here If you are claiming exemptions/deductions on your periodic and annual general excise/use tax return 8 (Forms G-45 and G-49), you MUST complete and attach this form to your tax return. 9 10 10 Period Ending (MM-YY) 99-99 Tax Year Ending (MM-DD-YY) 99-99-99 Hawaii Tax I.D. No. GE 999-999-9999-99 12 12 13 13 PART I - LIST DETAILS CONCERNING "EXEMPTIONS" AND "DEDUCTIONS" CLAIMED 14 14 Note: Most ordinary business expenses are NOT DEDUCTIBLE (e.g., materials, supplies, etc.) on your general excise tax return. 15 15 If claims are not explained here, exemptions and/or deductions will be disallowed and proposed assessments prepared against you. If you are claiming a deduction 16 16 for payments to subcontractors, you must complete both Parts I and III. For subleases, see Form G-72 and complete both Parts I and IV. For wholesale sales of 17 17 amusements, see Form G-81. If you split your gross income with another licensed taxpayer under §237-18, complete Part V. See page 2 for Specific Instructions. 18 18 19 19 **AMOUNT** AMOUNT ACTIVITY ED CODE DISTRICT ACTIVITY ED CODE DISTRICT 20 20 99 9 9 999 99999999999 99 999 99999999999

If the amount claimed is exempt due to federal preemption, cite the federal statute (i.e., title and section of the United States Code) and provide an explanation of the

If you claimed a subcontractor deduction, complete the required information below. If you have more than three (3) subcontractors, show those accounting for the

If you claimed a sublease deduction, complete the required information below for each of your LESSORs. If you made deductible payments to more than two lessors,

If you split your gross income with another licensed taxpayer under \$237-18, complete the required information below for the other taxpayers and their share of the income.

CLASSIFICATION AND

CLASSIFICATION AND

CLASSIFICATION AND

20 22 24 26 28 30 32 34 35 D38 N40 48 X44 46 48 50 52 54 56 58 60 62 64 66 68 70 72

If you split income with more than three (3) taxpayers, show those with the largest income on this page and attach a list with the information for the other taxpayers. For

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DEDUCTION EXPLANATION

PART III - SUBCONTRACTOR INFORMATIONX

SUBCONTRACTOR INFORMATIONX

SUBCONTRACTOR INFORMATIONX

LESSOR INFORMATION FOR

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99999999999

99999999999

NAME AND DBA NAME

III

III

Total Subcontract Deductions Claimed, Include the total deductions claimed from any attachments in this total.

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show those that received the largest amounts on this page and attach a statement that includes the information for the other Lessors.

NAME AND DBA NAME

NAME AND DBA NAME

Grand Total of Exemptions and Deductions - Transfer to Form G-45, line 37 or Form G-49, line 39, If more

PREEMPTED

largest deductions on this page and attach a schedule with the information for the remaining subcontractors.

PART

PART

PART

PART

PART

PART V

V

V

PART IV

PART V -- CLASSIFICATION AND INFORMATION FOR DIVISION OF INCOME

PART IV - LESSOR INFORMATION FOR SUBLEASE DEDUCTION

space is needed, attach a schedule, include the total deductions claimed from any attachments in this total

PART II -- FEDERALLY PREEMPTED DEDUCTION EXPLANATION

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Schedule GE (REV. 2021)

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DEDUCTIONX

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SUBLEASE

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- LESSOR INFORMATION FOR SUBLEASE DEDUCTIONX

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exemption. If more space is needed, attach a statement.

HAWAII TAX I.D. NO.

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999-999-9999-99

HAWAII TAX I.D. NO.

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999+999+9999+99

more information, see the Part V Instructions.

HAWAII TAX I.D. NO.

999+999+9999+99

999+999+9999+99

999+999+9999+99

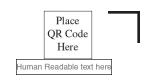
- FEDERALLY

PART III - SUBCONTRACTOR INFORMATION

Schedule GE

(Form G-45/G-49) (REV. 2021)

STATE OF HAWAII — DEPARTMENT OF TAXATION General Excise/Use Tax Schedule of Exemptions and Deductions



If you are claiming exemptions/deductions on your periodic and annual general excise/use tax return (Forms G-45 and G-49), you MUST complete and attach this form to your tax return.

Name: TAXPAYER NAME XXXXXXXXXXXXXXXXXXXX

Period Ending (MM-YY) 99-99

Hawaii Tax I.D. No. **GE** 999-999-999-99

Tax Year Ending (MM-DD-YY) 99-99-99

PART I — LIST DETAILS CONCERNING "EXEMPTIONS" AND "DEDUCTIONS" CLAIMED

Note: Most ordinary business expenses are NOT DEDUCTIBLE (e.g., materials, supplies, etc.) on your general excise tax return.

If claims are not explained here, exemptions and/or deductions will be disallowed and proposed assessments prepared against you. If you are claiming a deduction for payments to subcontractors, you must complete both Parts I and III. For subleases, see Form G-72 and complete both Parts I and IV. For wholesale sales of amusements, see Form G-81. If you split your gross income with another licensed taxpayer under §237-18, complete Part V. See page 2 for Specific Instructions.

ACTIVITY	ED CODE	DISTRICT	AMOUNT	ACTIVITY	ED CODE	DISTRICT	AMOUNT
99	999	9	99999999999	99	999	9	99999999999
99	999	9	99999999999	99	999	9	99999999999
99	999	9	99999999999	99	999	9	99999999999
99	999	9	99999999999	99	999	9	99999999999

99999999999

PART II — FEDERALLY PREEMPTED DEDUCTION EXPLANATION

If the amount claimed is exempt due to federal preemption, cite the federal statute (i.e., title and section of the United States Code) and provide an explanation of the exemption. If more space is needed, attach a statement.

PART III — SUBCONTRACTOR INFORMATION

If you claimed a subcontractor deduction, complete the required information below. If you have more than three (3) subcontractors, show those accounting for the largest deductions on this page and attach a schedule with the information for the remaining subcontractors.

	HAWAII TAX I.D. NO.	NAME AND DBA NAME	AMOUNT
GE	999-999-999-99	PART III - SUBCONTRACTOR INFORMATIONX	99999999999
GE	999-999-999-99	PART III - SUBCONTRACTOR INFORMATIONX	99999999999
GE	999-999-9999-99	PART III - SUBCONTRACTOR INFORMATIONX	99999999999

PART IV — LESSOR INFORMATION FOR SUBLEASE DEDUCTION

If you claimed a sublease deduction, complete the required information below for each of your LESSORs. If you made deductible payments to more than two lessors, show those that received the largest amounts on this page and attach a statement that includes the information for the other Lessors.

	HAWAII TAX I.D. NO.	NAME AND DBA	NAME				
GE	999-999-9999-99	PART IV - I	LESSOR	INFORMATION	FOR	SUBLEASE	DEDUCTIONX
GE	999-999-9999-99	PART IV - I	LESSOR	INFORMATION	FOR	SUBLEASE	DEDUCTIONX

PART V — CLASSIFICATION AND INFORMATION FOR DIVISION OF INCOME

If you split your gross income with another licensed taxpayer under §237-18, complete the required information below for the other taxpayers and their share of the income. If you split income with more than three (3) taxpayers, show those with the largest income on this page and attach a list with the information for the other taxpayers. For more information, see the Part V Instructions.

	HAWAII TAX I.D. NO.	NAME AND DBA NAME	§CODE AMOUNT
GE	999-999-9999-99	PART V - CLASSIFICATION AND	INFO 999 99999999999
GE	999-999-999-99	PART V - CLASSIFICATION AND	INFO 999 99999999999
GE	999-999-9999-99	PART V - CLASSIFICATION AND	INFO 999 999999999999

Schedule GE (REV. 2021)

Specific Instructions for Part I Details of Exemptions/Deductions (ED)

Note: Most ordinary business expenses are NOT DEDUCTIBLE (e.g., materials, supplies, etc.) on your general excise tax return.

You must explain your exemptions and deductions by tax **District**, otherwise they will be **disallowed** and you will owe more taxes. For each ED code you claim, enter:

1. For the "Activity" column, enter the line number from your general excise tax return for the activity. For example, the activity code for Wholesaling is "1," since Wholesaling is reported on line 1; for Contracting it is "10," since Contracting is reported on line 10; for Insurance Commissions it is "18," since Insurance Commissions are reported on line 18; and for Part IV "Kauai" it is "22," since the Kauai County Surcharge is reported on line 22.

AMOUNT

- 2. For the ED Code please see the list of codes below and enter the corresponding ED code. List each ED code only ONCE per Activity and District.
- 3. Enter the Tax District in which the exemption/deduction is claimed. (Oahu enter "1"; Maui enter "2"; Hawaii enter "3"; Kauai enter "4")
- 4. Enter your total amount of the exemption/deduction claimed for that Activity, ED Code and District.

1/11

ACTIVITY

Q

ED CODE DISTRICT

1

Example: Taxpayer A has made a \$2,000 sale of tangible personal property to the Federal Government on Oahu. Taxpayer A enters the following to justify their deduction entered in Column b of the General Excise Tax Return:

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Description (HRS) ED Code	Description (HRS)	ED Code	Description (HRS) ED Code
Α	F		R
Affordable Housing (§§46-15.1, 201H-36,	Federal Cost-Plus Contractors (§237-1	3(3)(C))117	Reimbursement of Payroll Costs (§237-24.7(9))140
237-29, 238-3(j))100	Federal Preempted		S
Air Pollution Control Facilities (§§237-27.5,	Amount (§§237-22, 238-3(a))		
238-3(k))	Food Stamps and WIC (§237-24.3(5))	,	Sale of Land in Fee Simple (improved or unimproved) (§237-3(b))139
Aircraft Leasing (§§237-24.3(11), 238-1)102 Aircraft Service and Maintenance	Foreign Trade Zone Sales (§212-8)	120	Sale of Goods to Federal Government and
Facility (§§237-24.9, 238-1)	Н		Credit Unions (§237-25(a))141
B	Hawaii Convention Center Operator		Sales Tax Offset (§§237-22(b), 238-3(i))154
Bad Debts (§237-3(b))104	(§237-24.75(2))		Scientific Contracts (§§237-26, 238-3(j))142
С	Hotel Operator/Suboperator (§237-24	.7(1))122	Service Related to Ship & Aircraft (§237-24.3(3))143
Certain Convention, Conference and Trade	I		Shipbuilding and Ship Repairs (§237-28.1)144 Shipping and Handling of Agricultural
Show (§237-16.8)105	Insurance Proceeds Received Because	e of	Commodities (§237-24.3(1))
Common Paymaster Exemption (§237-23.5(b))106	a Natural Disaster (§237-24.7(6))		Small Business Innovation
Contracting Activity in an Enterprise	Intercompany Charges (§237-23.5(a)))124	Research Grants (§237-24.7(10))146
Zone (§209E-11)107	L		Stock Exchange Transactions (§237-24.5)147
County Surcharge – Certain Contracts Entered into	Labor Organizations (§237-24.3(9))	125	Subcontract Deduction (§237-13(3)(B))148* Sugar Cane Payments to Independent
Before 6/30/2006 - Oahu	Lease/Sublease of Real Property (§237-	16.5)126*	Producers (§237-24(14))149
(§237-8.6(c))	M		T
Before 6/30/2018 - Kauai and Hawaii	Maintenance Fees (§§237-24.3(2), 237-	24(16))127	•
(§237-8.6(c))155	Mass Transit (§237-24.7(2))	128	Taxes Passed On (§§237-24(8), 237-24(9), 237-24(10),
Sublease Deduction (§237-8.6(d)(1))126	Merchants' Association Dues (§237-2	4.3(8))129	237-24(11), 237-24(12), 237-24.3(7), 237-24.7(3)) (Caution, see Forms G-45/G-49 Instr.)
Wholesale Amusements (§237-8.6(d)(1))152	N		U
D	Non-profit Organizations (§237-23)	130	
Diplomats and Consular Officials	0		Use Tax, Only for (not for GE) — Imported for Resale at Wholesale
(§§237-24.3(10), 238-1)		121	(§§238-2(1), 238-2.3))157
Disability Provisions (§237-24(13))111 Discounts and Returned Merchandise (§237-3(b))112	Orchard Operator (§237-24.7(4)) Out of State Sales (§237-29.5(1))		Imported Services or Contracting to
Drugs and Prosthetic Devices (§237-24.3(6))113	Out of State Services (§237-29.53)		be used Outside of Hawaii (§238-1)133
E	P		Producers (Certain property used (§238-4))138
_	•	24(17)) 124	W
Employee Benefit Plans (§237-24.3(4))	Patient-Centered Community Care (§237-Petroleum Refining (§237-27)		Wholesale Amusements (§237-4(a)(13))152
Exported Intangibles (§237-29.57)	Potable Water (§237-23(a)(7))		Wholesale Transactions (Sales of tangible
Exported Services (§237-29.53)	Professional Employer Organizations		imported property for further resale
Exported Tangible Personal Property (§237-29.5(1))132	(§237-24.75(3))	137	at 1/2%) (§§237-29.55)153

*Additional information is required to claim these exemptions. Complete Parts II, III and/or IV.

PART V - CLASSIFICATION AND INFORMATION FOR DIVISION OF INCOME

If you split income with a taxpayer shown on page 1 under more than one § Code, total the amounts for the taxpayer, enter "See Attached" in the § Code field, and provide a separate statement listing each taxpayer's Hawaii Tax I.D. No., Name and DBA Name, § Code and amount.

Description (HRS)	§ Code	Description (HRS)	§ Code	Description (HRS)	§ Code
Coin Operated Devices (§237-18(a))	18A	Motor Carriers (§237-18(h))	18H	Tour Packagers/Travel Agents -	
Insurance Agents and Realtors (§237-18	(e)) 18E	Producers and Promoters (§237-18(b))	18B	Tourism Related Services (§237-18)	(f)) 18F
				Noncommissioned Transient	
				Accommodations (§237-18(g)).	18G