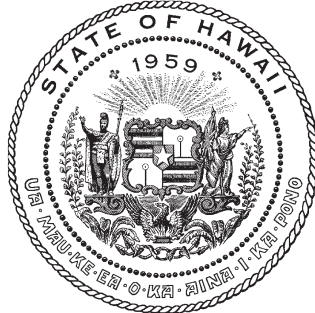


**STATE OF HAWAII
DEPARTMENT OF TAXATION**



**General Information
and Scannable Specifications
for
Schedule CR (Rev. 2021)**

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.

Schedule CR (Rev. 2021)

General Information and Scannable Specifications

This document provides software vendors with the requirements for reproducing Schedule CR. Schedule CR is designed for electronic scanning that permits faster processing with fewer errors. Software developers who reproduce, develop, or distribute Schedule CR 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 Schedule CR 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
 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 CR: 10 pt Arial bold
 2. REV. 2021: 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. SCHEDULE CR (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.
- 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

- Tax Year Beginning and Tax Year Ending must be printed with spaces between the dash (-) delimiter. For example:

MM - DD - YYYY

(2 digits for month, followed by a space, followed by a dash (-), followed by a space, followed by 2 digits for day, followed by a space, followed by a dash (-), followed by a space, followed by 4 digits for the tax year ending).

6. Dollar Amounts

123456789

- Do not use commas as thousand separators.
- Do not use leading dollar signs.
- Amounts are right justified.
- Amounts must be rounded. Dollar and cent signs should not be used when the field is rounded to whole dollars.

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.
- Schedule CR (Rev. 2021) cannot be filed until 2022.

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 positions:
 1. Pages 1 - 2: The 2-digit Hawaii Vendor I.D. Number should begin at column 42, row 64.
- The Hawaii Vendor I.D. Number must utilize 12 pt Courier New font.

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. Pages 1 - 2: The left bottom corner of the QR code is at the beginning of column 6 and at the bottom of row 9.
- 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
SCHCR_T 2021A 01 VIDXX

The required QR code for page 2 is
SCHCR_T 2021A 02 VIDXX

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

year (2021), 1-letter revision indicator (A), space, 2-digit page number (01) or (02), 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 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 10

- 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 6, row 64, utilizing 12 pt Courier New font.
- The required form serial number for page 1 is:
SCR1C0S1

The required form serial number for page 2 is:
SCR2C0S1

- Please note that the sixth digit is the number 0.

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 CR. If you did not receive the acetate overlays, please contact the Forms Coordinator.

SCHEDULE OF TAX CREDITS

Place QR Code Here

or other tax year beginning 12 - 12 - 1212 and ending 12 - 12 - 1212

Attach this schedule directly behind Form N-11, N-15, N-30, N-40 or N-70NP

Table with 2 columns: Name(s) as shown on return, SSN(s) or Federal Employer I.D. No. Row 1: NAME (S) AS SHOWN ON RETURN XXXXXXXXXXXXXXXXXXXXXXXXXXXX | 123-45-6789 123-45-6789

PART I Refundable Tax Credits

Table with 3 columns: Line number, Description, Amount. Rows include Capital Goods Excise Tax Credit, Fuel Tax Credit for Commercial Fishers, Motion Picture, Digital Media, and Film Production Income Tax Credit, etc.

PART II Nonrefundable Tax Credits

Table with 4 columns: Line number, Description, Column (b) Total Credit Applied to this Tax Year, Column (c) Unused Credit Carryover to Next Tax Year. Rows include Income tax paid to another state or foreign country, Enterprise Zone Tax Credit, etc.

(Part II continued on Page 2)

SCHEDULE CR (REV. 2021)

Place QR Code Here Name(s) as shown on return NAME(S) AS SHOWN ON RETURN XXXXXXXXXXXXXXXXXXXXXXXXXXXX SSN(s) or Federal Employer I.D. No. 123-45-6789 123-45-6789

Human Readable text here

Column (a) Total New Credit Claimed for this Tax Year

Column (b) Total Credit Applied to this Tax Year

Column (c) Unused Credit to Carryover to Next Tax Year

17 Carryover of the Renewable Energy Technologies Income Tax Credit (For Systems Installed and Placed in Service Before July 1, 2009) (attach Form N-323)

123456789

123456789

17

18 Attach Form N-586

123456789

123456789

123456789

18

19 Attach Form N-884

123456789

123456789

123456789

19

20 Attach Form N-330

123456789

123456789

123456789

20

21 Place an X in the appropriate box for the type of energy system installed and placed in service:

X Solar X Wind

Attach all Form(s) N-342

123456789

123456789

123456789

21

22 Carryover of the Capital Infrastructure Tax Credit (attach Form N-348)

123456789

123456789

22

23 Attach Form N-352

123456789

123456789

123456789

23

24 Attach Form N-354

123456789

123456789

123456789

24

25 Attach Form N-356 (N-11 and N-15 filers only)

123456789

123456789

123456789

25

26 Attach Form N-358 (N-11 and N-15 filers only)

123456789

123456789

123456789

26

27 Attach Form N-325

123456789

123456789

123456789

27

28 Total Nonrefundable Credits. Add lines 9, 10 and Column (b) of lines 11 through 27. Enter here and on Form N-11, line 35; N-15, line 52; N-30, line 14; N-40, Schedule G, line 4; or N-70NP, line 19. Attach this schedule directly behind your Form N-11, N-15, N-30, N-40 or N-70NP.

123456789

28

SCHEDULE OF TAX CREDITS

Place QR Code Here
Human Readable text here

or other tax year beginning 12 - 12 - 1212 and ending 12 - 12 - 1212

**Attach this schedule directly behind Form N-11, N-15,
N-30, N-40 or N-70NP**

Name(s) as shown on return NAME (S) AS SHOWN ON RETURN XXXXXXXXXXXXXXXXXXXXXXXXXX	SSN(s) or Federal Employer I.D. No. 123-45-6789 123-45-6789
--	--

PART I Refundable Tax Credits

1 Capital Goods Excise Tax Credit (attach Form N-312)	123456789	1
2 Fuel Tax Credit for Commercial Fishers (attach Form N-163).....	123456789	2
3 Motion Picture, Digital Media, and Film Production Income Tax Credit (attach Form N-340)	123456789	3
4 Place an X in the appropriate box for the type of energy system installed and placed in service: Renewable Energy Technologies Income Tax Credit (For Systems Installed and Placed in Service on or After July 1, 2009) (attach Form N-342)	<input checked="" type="checkbox"/> Solar <input checked="" type="checkbox"/> Wind 123456789	4
5 Important Agricultural Land Qualified Agricultural Cost Tax Credit (attach Form N-344)	123456789	5
6 Tax Credit for Research Activities (attach Form N-346)	123456789	6
7 Other refundable credits		
a. Pro rata share of taxes withheld and paid by a partnership or S corporation on the sale of Hawaii real property interests	7a 123456789	
b. Credit From a Regulated Investment Company	7b 123456789	
c. Add lines 7a and 7b.....	123456789	7c
8 Total Refundable Credits. Add lines 1 through 6 and line 7c. Enter here and on Form N-11, line 32; N-15, line 49; N-30, line 12; N-40, Schedule G, line 2; or N-70NP, line 17. <i>Attach this schedule directly behind your Form N-11, N-15, N-30, N-40 or N-70NP.</i>	123456789	8

PART II Nonrefundable Tax Credits

9 Income tax paid to another state or foreign country (N-11, N-15, N-40, and N-70NP filers) (Attach copy of tax return(s) from other state(s) or federal Form(s) 1116. See Instructions for Schedule CR for more information.)	123456789	9
10 Enterprise Zone Tax Credit (attach Form N-756)	123456789	10
	Column (b) Total Credit Applied to this Tax Year	Column (c) Unused Credit Carryover to Next Tax Year
11 Carryover of the Credit for Energy Conservation (attach Form N-323)	123456789	123456789 11
12 Carryover of the High Technology Business Investment Tax Credit (attach Form N-323)	123456789	123456789 12
13 Carryover of the Cesspool Upgrade, Conversion or Connection Income Tax Credit (attach Form N-323)	123456789	123456789 13
14 Carryover of the Technology Infrastructure Renovation Tax Credit (attach Form N-323)	123456789	123456789 14
15 Carryover of the Hotel Construction and Remodeling Tax Credit (attach Form N-323)	123456789	123456789 15
16 Carryover of the Residential Construction and Remodeling Tax Credit (attach Form N-323)	123456789	123456789 16

(Part II continued on Page 2)

Place QR Code Here	Name(s) as shown on return NAME (S) AS SHOWN ON RETURN XXXXXXXXXXXXXXXXXXXXXXXXXXXX	SSN(s) or Federal Employer I.D. No. 123-45-6789 123-45-6789
Human Readable text here		

	Column (a) Total New Credit Claimed for this Tax Year	Column (b) Total Credit Applied to this Tax Year	Column (c) Unused Credit to Carryover to Next Tax Year	
17 Carryover of the Renewable Energy Technologies Income Tax Credit (For Systems Installed and Placed in Service Before July 1, 2009) (attach Form N-323).....	123456789	123456789	123456789	17
18 Attach Form N-586	123456789	123456789	123456789	18
19 Attach Form N-884	123456789	123456789	123456789	19
20 Attach Form N-330	123456789	123456789	123456789	20
21 Place an X in the appropriate box for the type of energy system installed and placed in service:			<input checked="" type="checkbox"/> Solar <input checked="" type="checkbox"/> Wind	
Attach all Form(s) N-342	123456789	123456789	123456789	21
22 Carryover of the Capital Infrastructure Tax Credit (attach Form N-348)	123456789	123456789	123456789	22
23 Attach Form N-352	123456789	123456789	123456789	23
24 Attach Form N-354	123456789	123456789	123456789	24
25 Attach Form N-356 (N-11 and N-15 filers only)....	123456789	123456789	123456789	25
26 Attach Form N-358 (N-11 and N-15 filers only)....	123456789	123456789	123456789	26
27 Attach Form N-325	123456789	123456789	123456789	27
28 Total Nonrefundable Credits. Add lines 9, 10 and Column (b) of lines 11 through 27. Enter here and on Form N-11, line 35; N-15, line 52; N-30, line 14; N-40, Schedule G, line 4; or N-70NP, line 19. <i>Attach this schedule directly behind your Form N-11, N-15, N-30, N-40 or N-70NP.</i>	123456789	123456789	123456789	28