

**STATE OF HAWAII
DEPARTMENT OF TAXATION**



**General Information
and Scannable Specifications
for
Form N-101A (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
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**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

FORM N-101A (Rev. 2018)

General Information and Scannable Specifications

This document provides software vendors with the requirements for reproducing Form N-101A. Form N-101A is designed for electronic scanning that permits faster processing with fewer errors. Software developers who reproduce, develop, or distribute Form N-101A 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-101A 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. 2018: 6 pt Helvetica
 3. N-101A: 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 and/or spouse'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

- 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.
- 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-101A (Rev. 2018) cannot be filed until 2019.

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 21, row 63.

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:
N101A_T 2018A 01 VIDXX

The QR code includes the form number (N101A), an underscore, type of form (T), space, 4-digit form year (2018), 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-101A. If you did not receive the acetate overlays, please contact the Forms Coordinator.

INDIVIDUAL INCOME TAX EXTENSION PAYMENT VOUCHER

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

About this Form

Form N-101A 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.

General Instructions

You are granted an automatic 6-month extension of time to file Form N-11 or N-15. You don't need to file an application to request the extension. The automatic 6-month extension is granted if the following requirements are met:

- On or before the prescribed due date of your return, 100% of the properly estimated tax liability is paid;
The tax return is filed on or before the expiration of the 6-month extension period;
The tax return is accompanied by full payment of any tax not already paid; and
A court has not ordered you to file the tax return on or before the prescribed due date.

Properly estimated tax liability means you made a bona fide and reasonable attempt to locate and gather all of the necessary information to make a proper estimate of tax liability for the taxable year.

If you must make a tax payment to meet the requirement that 100% of the properly estimated tax liability is paid on or before the prescribed due date of your return, you must file Form N-101A with your payment.

Internet Filing—Form N-101A can be filed and payment made electronically through the State's Internet portal. For more information, go to tax.hawaii.gov/eservices/.

1. Purpose of Form N-101A.— Use this form to make a tax payment if you will have a balance due when you file Form N-11 or N-15.

Federal Form 4368, Application for Automatic Extension of Time To File U.S. Individual Income Tax Return, may not be used in lieu of Form N-101A to make a tax payment.

2. How to Obtain Tax Forms.— Tax forms are available on the Department of Taxation's website at tax.hawaii.gov.

To request tax forms and publications by mail, you may call 808-587-4242 or toll-free 1-800-222-3229.

3. When to File.— File Form N-101A with your payment by the prescribed due date of your return. If the due date falls on a Saturday, Sunday or legal holiday, file by the next regular workday.

4. Where to File.— This form must be submitted to:

Hawaii Department of Taxation
P.O. Box 1530
Honolulu, Hawaii 96806-1530

5. Where to Call for Information.— You may get information by calling the following:

Telephone 808-587-4242 or 1-800-222-3229
Telephone for the hearing impaired 808-587-1418 or 1-800-837-8974

6. Filing Your Tax Return.— You may file your tax return any time before the extension expires. But remember, the extension does not extend the time to pay taxes. If you do not pay the amount due by the prescribed due date, you will owe interest. You may also be charged penalties.

7. Penalties.— Late Filing of Return — The penalty for failure to file a return on time is assessed on the tax due at a rate of 5% per month, or part of a month, up to a maximum of 25%.

Failure to Pay Tax After Filing Timely Return — The penalty for failure to pay the tax after filing a timely return is 20% of the tax unpaid within 60 days of the prescribed due date.

8. Interest.— Interest at the rate of 2/3 of 1% per month or part of a month shall be assessed on unpaid taxes and penalties

CUT HERE

Form (Rev. 2018)

STATE OF HAWAII — DEPARTMENT OF TAXATION

DO NOT WRITE OR STAPLE IN THIS SPACE

N-101A

INDIVIDUAL INCOME TAX EXTENSION PAYMENT VOUCHER

Place QR Code Here

DO NOT SUBMIT A PHOTOCOPY OF THIS FORM

Composite Taxpayer

Your Social Security Number

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

123 - 12 - 1234

If joint return, spouse's first name M.I. Last name Suffix
SPOUSE'S 1ST NAMEXX MI SPOUSE'S LAST NAMEXXXXX JR

Spouse's Social Security Number

Present mailing or home address (Number and street, including rural route) Apartment Number
TAXPAYER'S ADDRESS XXXXXXXXXXXXXXXXXXXXXXXX APT NO.

123 - 12 - 1234

City, town, or post office State Postal/ZIP Code Country For office use only

Tax Year Ending (MM DD YY)

CITY OR TOWN HI 12345 COUNTRYXXXXXXXXX

12 - 12 - 12

MAIL THIS VOUCHER WITH CHECK OR MONEY ORDER PAYABLE TO "HAWAII STATE TAX COLLECTOR." Write your social security number, daytime phone number, the year for which payment is made, and "Form N-101A" on your check or money order.

Amount of Payment

ID NO XX

1234567890123456

INDIVIDUAL INCOME TAX EXTENSION PAYMENT VOUCHER

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

About this Form

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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:

123,456,789.00

4. Do NOT print outside the boxes.
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- On or before the prescribed due date of your return, 100% of the properly estimated tax liability is paid;
- The tax return is filed on or before the expiration of the 6-month extension period;
- The tax return is accompanied by full payment of any tax not already paid; and
- A court has not ordered you to file the tax return on or before the prescribed due date.

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1. Purpose of Form N-101A.— Use this form to make a tax payment if you will have a balance due when you file Form N-11 or N-15.

Federal Form 4868, Application for Automatic Extension of Time To File U.S. Individual Income Tax Return, may **not** be used in lieu of Form N-101A to make a tax payment.

2. How to Obtain Tax Forms.— Tax forms are available on the Department of Taxation's website at tax.hawaii.gov.

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✂ — — — — — CUT HERE — — — — — ✂

Form (Rev. 2018)

STATE OF HAWAII — DEPARTMENT OF TAXATION

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N-101A

**INDIVIDUAL INCOME TAX EXTENSION
PAYMENT VOUCHER**

DO NOT SUBMIT A PHOTOCOPY OF THIS FORM

Place
QR Code
Here

Composite Taxpayer

Your first name M.I. Last name Suffix

TAXPAYER'S 1ST NAME MI TP'S LAST NAMEXXXXXXXXX JR

If joint return, spouse's first name M.I. Last name Suffix

SPOUSE'S 1ST NAMEXX MI SPOUSE'S LAST NAMEXXXXX JR

Present mailing or home address (Number and street, including rural route) Apartment Number

TAXPAYER'S ADDRESS XXXXXXXXXXXXXXXXXXXXXXXX APT NO.

City, town, or post office State Postal/ZIP Code Country For office use only

CITY OR TOWN HI 12345 COUNTRYXXXXXXXXX

Your Social Security Number

123 - 12 - 1234

Spouse's Social Security Number

123 - 12 - 1234

Tax Year Ending (MM DD YY)

12 - 12 - 12

Amount of Payment

1234567890123456

MAIL THIS VOUCHER WITH CHECK OR MONEY ORDER
PAYABLE TO "HAWAII STATE TAX COLLECTOR." Write your social security number, daytime phone number, the year for which payment is made, and "Form N-101A" on your check or money order.

ID NO XX

Human Readable text here