STATE OF HAWAII DEPARTMENT OF TAXATION



General Information and Scannable Specifications for Form N-201V (Rev. 2018)

Contact Information for General Questions

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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-201V (Rev. 2018)

General Information and Scannable Specifications

This document provides software vendors with the requirements for reproducing Form N-201V. Form N-201V is designed for electronic scanning that permits faster processing with fewer errors. Software developers who reproduce, develop, or distribute Form N-201V 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-201V 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. N-201V: 12 pt Helvetica bold
 - 3. Rev. 2018: 6 pt Helvetica
- 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

• Taxpayer's Federal Employer Identification Number must be printed with a space between the dash (-) delimiter. For example:

12 - 1234567

(2 digits, followed by a space, followed by a dash (-), followed by a space, followed by 7 digits).

• Taxpayer's calendar or fiscal year ending must be printed with spaces between the dash (-) delimiters.

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.
- · Dollar and cent signs should not be used
- 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 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.
- Test samples must include only the voucher portion of the form, and must be cut where indicated.

Form N-201V (Rev. 2018) **General Information and Scannable Specifications**

- It will require 1 to 2 weeks, upon receipt by the Department, to verify the accuracy of the submitted samples.
 - - 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. 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. Page 1: The 2-digit Hawaii Vendor I.D. Number should begin at column 45, row 64.

QR Code 3.

- 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:
 - 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 for page 1 is N201V_T 2018A 01 VIDXX:

Department prior to filing.

The QR code includes the form number (N201V), 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.

Approval of the facsimile must be obtained from the

• Form N-201V (Rev. 2018) cannot be filed until 2019.

- The human readable text for the QR code MUST be printed at the bottom of each 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 N-201V. If you did not receive the acetate overlays, please contact the Forms Coordinator.

4 3		44 46 48 50 52 54 56 58 60 62 64 66 68 70 72 74 76 78 80	82 84 3	
4	FORM STATE OF HAWAII DEF	PARTMENT OF TAXATION	4	
5	N-201V BUSINESS INCOME TA	X PAYMENT VOUCHER	5	
6			6	
7			7	
8	GENERAL INS	STRUCTIONS	8	
9			9	
10	INTERNET FILING Form N-201V can be filed and payment	Taxation. Form N-201V allows us to process your payment	10	
11 12	made electronically through the State's Internet portal. For	more accurately and efficiently.	11	
12	more information, go to tax.hawaii.gov/eservices/.		12	
14		Note: Form N-201V is no longer required when making a	13	
14	ABOUT THIS FORM	payment with your return.	15	
16		HOW TO COMPLETE FORM	16	
17	Form N-201V is designed for electronic scanning that		17	
18	permits faster processing with fewer errors. To avoid delays:	Print your name, mailing address, federal employer		
19	1. Print amounts only on those lines that are applicable.	identification number (FEIN), the date of the end of the tax		
20	2. Use only a black or dark blue ink pen. Do not use red ink,	year, and the amount of the payment in the spaces provided.	20	
21	pencils, felt tip pens, or erasable pens.		21	
22	3. Because this form is read by a machine, please print your	country name in the country block.	22	
23	numbers inside the boxes like this:	Make your check or money order payable in U.S. dollars to	23	
24		"Hawaii State Tax Collector." Make sure your name and	24	
25	123,456,789,00	address appear on the check or money order. Write your	25	
26		FEIN, the year for which payment is made, and the form	26	
27	4. Do NOT print outside the boxes.	number of the tax return you are filing (e.g., "2018 Form	27	
28	5. Do NOT use dollar signs, slashes, dashes, or parentheses in	N-30") on your check or money order. Do not send cash	28	
29	the boxes.		29	
30	6. Do NOT photocopy this form.	WHERE TO FILE	30	
31			31	
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32	PURPOSE OF FORM		32	
33	Use Form N-201V to send your payment to the Department	check or money order to the front of Form N-201V and send	33	
33 34	Use Form N-201V to send your payment to the Department of Taxation when you are paying a balance due on Form	check or money order to the front of Form N-201V and send them to:	33 34	
33 34 35	Use Form N-201V to send your payment to the Department of Taxation when you are paying a balance due on Form N-30, N-40, N-70NP, or N-310 (for business taxpayers) but	check or money order to the front of Form N-201V and send them to: Hawaii Department of Taxation	33 34 35	
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33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57	Use Form N-201V to send your payment to the Department of Taxation when you are paying a balance due on Form N-30, N-40, N-70NP, or N-310 (for business taxpayers) but you are not making payment with your return. For example, if you filed electronically, but are not paying electronically, use Form N-201V to send your payment to the Department of N-201V to send your payment to the Department of N-201V BUSINESS INCOME Place QR Code Here NAME OF TAXPAYER 'S CORPORATION ABC123 Dba or C/0 DOING BUSINESS AS TAXPAYER 'S CORPORAT Wailing Address	check or money order to the front of Form N-201V and send them to: Hawaii Department of Taxation P. O. Box 1530 Honolulu, Hawaii 96806-1530 Honolulu, Hawaii 96806-1530 FTAXATION DO NOT WRITE OR STAPLE IN THIS SPACE TAX FR ERAL TRUSTS OF THIS FORM 4567 Federal Employer Identification Number (FEIN) TONX more 12 - 3456789 23456 Calendar or Fiscal Year Ending (MM DD YY)	33 34 34 35 36 37 38 39 40 41 42 43 43 44 44 45 47 48 49 50 51 52 53 55 55 56 57 56	

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CITY	TOWN	РL	ΗI	12345	COUNTRY

4 64

MAIL THIS VOUCHER WITH CHECK OR MONEY ORDER PAYABLE TO "HAWAII STATE TAX COLLECTOR." Write your FEIN, the year for which payment is made, and form number of the tax return you are filing (e.g., "2018 Form N-30") on your check or money order. 18 20 22 24 26 28 30 32 34 36 38 40 42 44 46 48 5 TD NO XX 48 50 52 54 56 58 60 62 64 6 8 10 12 14 Human Readable text here

 $\begin{array}{c} 1 \\ 2 \\ 68 \end{array} \begin{array}{c} 3 \\ 70 \end{array} \begin{array}{c} 4 \\ 72 \end{array} \begin{array}{c} 5 \\ 74 \end{array} \begin{array}{c} 7 \\ 76 \end{array} \begin{array}{c} 9 \\ 78 \end{array}$

Amount of Payment

82 64

STATE OF HAWAII — DEPARTMENT OF TAXATION

BUSINESS INCOME TAX PAYMENT VOUCHER

GENERAL INSTRUCTIONS

INTERNET FILING — Form N-201V 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-201V 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, slashes, dashes, or parentheses in the boxes.
- 6. Do NOT photocopy this form.

PURPOSE OF FORM

Use Form N-201V to send your payment to the Department of Taxation when you are paying a balance due on Form N-30, N-40, N-70NP, or N-310 (for business taxpayers) but you are not making payment with your return. For example, if you filed electronically, but are not paying electronically, use Form N-201V to send your payment to the Department of Taxation. Form N-201V allows us to process your payment more accurately and efficiently.

Note: Form N-201V is no longer required when making a payment with your return.

HOW TO COMPLETE FORM

Print your name, mailing address, federal employer identification number (FEIN), the date of the end of the tax year, and the amount of the payment in the spaces provided. If you have a foreign mailing address, enter the complete country name in the country block.

Make your check or money order payable in U.S. dollars to "Hawaii State Tax Collector." Make sure your name and address appear on the check or money order. Write your FEIN, the year for which payment is made, and the form number of the tax return you are filing (e.g., "2018 Form N-30") on your check or money order. Do not send cash.

WHERE TO FILE

Detach Form N-201V along the dotted line. Attach your check or money order to the front of Form N-201V and send them to:

Hawaii Department of Taxation P. O. Box 1530

Honolulu, Hawaii 96806-1530

	— — — — — CUT HERE — — TE OF HAWAII — DEPARTMENT OF TAXATION BUSINESS INCOME TAX PAYMENT VOUCHER	— — — — — — — — — ≫ DO NOT WRITE OR STAPLE IN THIS SPACE
Place QR Code Here	 X CORPORATION X PARTNERSHIP X FIDUCIARY X COMPOSITE QUALIFIED FUNERAL TRUSTS DO NOT SUBMIT A PHOTOCOPY OF THIS FORM 	
NAME OF TAXPAYER'S Dba or C/O	CORPORATION ABC1234567	Federal Employer Identification Number (FEIN)
	Suite Number EET LANE BLVDX A123456 al/ZIP Code Country For office use only	12 - 3456789 Calendar or Fiscal Year Ending (MM DD YY)
MAIL THIS "HAWAII ST payment is j	345 COUNTRYX /OUCHER WITH CHECK OR MONEY ORDER PAYABLE TO ATE TAX COLLECTOR." Write your FEIN, the year for which nade, and form number of the tax return you are filling (e.g., N 00)" or the tax return you are filling (e.g.,	12 - 12 - 12 Amount of Payment 123456789
Human Readable text here	N-30") on your check or money order. ID NO XX	125450705