

**STATE OF HAWAII  
DEPARTMENT OF TAXATION**



**General Information  
and Scannable Specifications  
for  
Form N-288 (Rev. 2018)**

**Contact Information for General Questions**

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Technical Section  
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**Contact Information for Mailing  
Test Packages and Testing Inquiries**

Hawaii Department of Taxation  
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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-288 (Rev. 2018)

### General Information and Scannable Specifications

This document provides software vendors with the requirements for reproducing Form N-288. Form N-288 is designed for electronic scanning that permits faster processing with fewer errors. Software developers who reproduce, develop, or distribute Form N-288 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. A 2D QR code must be present on page 1 of the form.

Substitute scannable forms **MUST** meet 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 Form N-288 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 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. Helvetica
  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. Form: 8 pt Helvetica bold
  2. N-288: 18 pt Helvetica bold
  3. Rev. 2018: 8 pt Helvetica bold
- The following font and size should be used for the form number located at the bottom right corner of the form:
  1. Form N-288: 8 pt Helvetica bold

#### 4. Variable Data

- All variable data fields must utilize 10 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

- Buyer's Social Security Number must be printed with dash (-) delimiters. For example:  
123-45-6789  
(3 digits, followed by a dash (-), followed by 2 digits, followed by a dash (-), followed by 4 digits)
- Buyer's Federal Employer Identification Number must be printed with a dash (-) delimiter. For example:  
12-1234567  
(2 digits, followed by a dash (-), followed by 7 digits).
- Date of transfer must be printed with dash (-) delimiters. For example:  
MM-DD-YYYY  
(2 digits for month, followed by a dash (-), followed by 2 digits for the day, followed by a dash (-), followed by 4 digits for the year ending)

#### 6. Dollar Amounts

- Do not use commas as thousand separators.
- Do not use leading dollar signs.
- Amounts are right justified.

#### 7. Testing and Approval of the Scannable Form

- A minimum of 5 hard copy test samples must be provided to ensure proper testing including 1 hard copy 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.

**General Information and Scannable Specifications**

- 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.
- Form N-288 (Rev. 2018) cannot be filed until 2019.

**SCANNABLE SPECIFICATIONS****1. Layout**

- 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. Page 1: The 2-digit Hawaii Vendor I.D. Number should begin at column 46, row 64.

**3. QR Code**

- A 2D 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 10.
- 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 N288\_T 2018A 01 VIDXX

The QR code includes the form number (N288), 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.

- The human readable text for the QR code MUST be printed at the bottom of the 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-288. If you did not receive the acetate overlays, please contact the Forms Coordinator.

STATE OF HAWAII—DEPARTMENT OF TAXATION HAWAII WITHHOLDING TAX RETURN FOR DISPOSITIONS BY NONRESIDENT PERSONS OF HAWAII REAL PROPERTY INTERESTS

2019

Place QR Code Here

Complete Lines 1 - 6.

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

(Copy A of Form(s) N-288A and your check or money order MUST be attached.)

To Be Completed by the Transferee/Buyer Required to Withhold

Form fields for Name of transferee/buyer, Description and location of property acquired, Date of transfer, Number of Forms N-288A attached, Total Amount realized on the transfer, Total Amount withheld.

Please Sign Here

I hereby declare under penalties provided by section 231-36, HRS, that I have examined this return and accompanying attachments, and, to the best of my knowledge and belief, they are true, correct, and complete. Declaration of preparer (other than individual, partner or member, fiduciary, or corporate officer) is based on all information of which preparer has any knowledge.

Paid Preparer's Use Only

Form fields for Preparer's signature, Date, Check if self-employed, Preparer's identification number, Firm name, Firm address, Federal E.I. No., Phone No.

General Instructions

Purpose of Form

A 7.25% withholding obligation is generally imposed on the transferee/buyer when a Hawaii real property interest is acquired from a nonresident person. This withholding serves to collect Hawaii income tax that may be owed by the nonresident person. Use this form to report and transmit the amount withheld.

Note: You are not required to withhold if any of the exceptions listed on page 2 apply.

See Tax Facts 2010-1, Understanding HARPTA, and Tax Information Release No. 2017-01, Withholding of State Income Taxes on the Disposition of Hawaii Real Property, for more information.

Amount to Withhold

Generally, you must withhold 7.25% of the amount realized on the disposition by the transferor. See Amount realized under Definitions, later.

Joint Transferors/Sellers.—If one or more nonresident persons and one or more resident persons jointly transfer a Hawaii real property interest,

first, determine the amount subject to withholding by allocating the amount realized from the transfer among the transferors/sellers based on their capital contribution to the property. For this purpose, a taxpayer and spouse are treated as having contributed 50% each. Second, withhold on the total amount allocated to nonresident transferors/sellers. Third, credit the amount withheld among the nonresident transferors/sellers as they mutually agree. The transferors/sellers must request that the withholding be credited as agreed upon by the 10th day after the date of transfer. If no agreement is reached, credit the withholding by evenly dividing it among the nonresident transferors/sellers.

Who Must File

A transferee/buyer of a Hawaii real property interest, including an individual, corporation, partnership, or fiduciary, must file Form N-288 to report and transmit the amount withheld. If two or more persons are joint transferees/buyers, each of them is obligated to withhold. However, the obligation of each will be met if one of the joint transferees/buyers withholds and transmits the required amount to

the State of Hawaii, Department of Taxation (Department).

When to File

A transferee/buyer must report and transmit to the Department the tax withheld by the 20th day after the date of transfer. Timely mailing of Forms N-288 and N-288A by U.S. mail will be treated as timely filing.

Hawaii has adopted the Internal Revenue Code (IRC) provision to allow documents and payments delivered by a designated private delivery service to qualify for the "timely mailing treated as timely filing/paying rule." The Department will conform to the Internal Revenue Service (IRS) listing of designated private delivery service and type of delivery services qualifying under this provision. Timely filing of mail which does not bear the U.S. Post Office cancellation mark or the date recorded or marked by the designated delivery service will be determined by reference to other competent evidence. The private delivery service can tell you how to get written proof of the mailing date.

STATE OF HAWAII—DEPARTMENT OF TAXATION  
**HAWAII WITHHOLDING TAX RETURN FOR  
DISPOSITIONS BY NONRESIDENT PERSONS  
OF HAWAII REAL PROPERTY INTERESTS**

**2019**

Place  
QR Code  
Here

**Complete Lines 1 - 6.**

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

(Copy A of Form(s) N-288A and your check or money order **MUST** be attached.)

**To Be Completed by the Transferee/Buyer Required to Withhold**

ATTACH YOUR CHECK OR MONEY ORDER HERE

1 Name of transferee/buyer		Transferee/Buyer's SSN or FEIN	
NAME OF BUYER XX		12345678901234	
Address (number and street)			
ADDRESS XX			
City, State, and Postal/ZIP Code (province, postal code, and country)			
CITY STATE AND ZIP CODE XX			
2 Description and location of property acquired (Include tax map key number)			
DESCRIPTION AND LOCATION OF PROPERTY XX			
DESCRIPTION AND LOCATION OF PROPERTY XX			
DESCRIPTION AND LOCATION OF PROPERTY XX			
DESCRIPTION AND LOCATION OF PROPERTY XX			
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DESCRIPTION AND LOCATION OF PROPERTY XX			
3 Date of transfer	4 Number of Forms N-288A attached	5 Total Amount realized on the transfer	6 Total Amount withheld
12-12-1212	123456789	1234567890123.00	1234567890.00

**Please  
Sign  
Here**

I hereby declare under penalties provided by section 231-36, HRS, that I have examined this return and accompanying attachments, and, to the best of my knowledge and belief, they are true, correct, and complete. Declaration of preparer (other than individual, partner or member, fiduciary, or corporate officer) is based on all information of which preparer has any knowledge.

Signature of transferee/buyer (individual, partner or member, fiduciary, or corporate officer) TITLE XXXXXXXXXXXXXXXX 12-12-1212  
Title (if applicable) Date

**Paid  
Preparer's  
Use Only**

Preparer's signature Print preparer's name <b>PRINT PREPARERS NAME XXXXXXXX</b>	Date 12-12-1212	Check if self-employed <input checked="" type="checkbox"/>	Preparer's identification number 12345678901234
Firm's name (or yours if self-employed), address, and Postal/ZIP Code <b>FIRM NAME XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</b>	FIRM ADDRESS XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Federal E.I. No. <b>99-9999999</b>	Phone No. <b>(999) 999-9999</b>

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