

**STATE OF HAWAII  
DEPARTMENT OF TAXATION**



**General Information  
and Scannable Specifications  
for  
Schedule CR (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  
Fax: (808) 587-1584  
E-mail: [Tax.Technical.Section@hawaii.gov](mailto: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](mailto:tax.dp.qa@hawaii.gov)

**Schedule CR (Rev. 2018)**

## 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. Helvetica
- 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 Helvetica bold
  2. Rev. 2018: 10 pt Helvetica
- The following font and size should be used for the form number located at the bottom right corner of the form:
  1. Schedule CR: 8 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**

- 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. 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 positions:
  1. Pages 1-2: The 2-digit Hawaii Vendor I.D. Number should begin at column 27, row 65.

### 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 2018A 01 VIDXX

The required QR code for page 2 is  
SCHCR\_T 2018A 02 VIDXX

The QR code includes the form number (SCHCR), an underscore, type of form (T), space, 4-digit form year (2018), 1-letter revision indicator (A), space, 2-digit page number (01) or (02), 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 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 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

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

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

PART I Nonrefundable Tax Credits

- 1 Income tax paid to another state or foreign country (N-11, N-15, and N-70NP filers) (Attach copy of tax return(s) from other state(s) or federal Form(s) 1116. See tax return instruction booklet for more information.) 1 123456789
2 Carryover of the Credit for Energy Conservation (attach Form N-323) 2 123456789
3 Enterprise Zone Tax Credit (attach Form N-756) 3 123456798
4 Tax Credit for Low-Income Housing (attach Form N-586) 4 123456789
5 Credit for Employment of Vocational Rehabilitation Referrals (attach Form N-864) 5 123456789
6 Carryover of the High Technology Business Investment Tax Credit (attach Form N-323) 6 123456789
7 Carryover of the Individual Development Account Contribution Tax Credit (attach Form N-323) 7 123456789
8 Carryover of the Technology Infrastructure Renovation Tax Credit (attach Form N-323) 8 123456789
9 School Repair and Maintenance Tax Credit (attach Form N-330) 9 123456789
10 Carryover of the Hotel Construction and Remodeling Tax Credit (attach Form N-323) 10 123456789
11 Carryover of the Residential Construction and Remodeling Tax Credit (attach Form N-323) 11 123456789
12 Carryover of the Renewable Energy Technologies Income Tax Credit (For Systems Installed and Placed in Service Before July 1, 2009) (attach Form N-323) 12 123456789
13a Place an X in the appropriate box for the type of energy system installed and placed in service: Solar X Wind
13b RETITC amount claimed on line 13a attributed to a credit carryforward from previous years 13b 123456789
14 Capital Infrastructure Tax Credit (attach Form N-348) 14 123456789
15 Cesspool Upgrade, Conversion or Connection Income Tax Credit (attach Form N-350) 15 123456789
16 Renewable Fuels Production Tax Credit (attach Form N-352) 16 123456789
17 Organic Foods Production Tax Credit (attach Form N-354) 17 123456789
18 Earned Income Tax Credit (N-11 and N-15 filers) (attach Form N-356) 18 123456789
19 Total Nonrefundable Credits. Add lines 1 through 12, line 13a, and lines 14 through 18. Enter here and on Form N-11, line 35; N-15, line 52; N-30, line 14; or N-70NP, line 19. Attach this schedule directly behind your Form N-11, N-15, N-30, or N-70NP. 19 123456789

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

**PART II Refundable Tax Credits**

<b>20</b>	Capital Goods Excise Tax Credit (attach Form N-312).....	<b>20●</b>	123456789
<b>21</b>	Fuel Tax Credit for Commercial Fishers (attach Form N-163).....	<b>21●</b>	123456789
<b>22</b>	Motion Picture, Digital Media, and Film Production Income Tax Credit (attach Form N-340).....	<b>22●</b>	123456789
<b>23</b>	Place an X in the appropriate box for the type of energy system installed and placed in service: .....	<input type="radio"/> <b>X</b> Solar	<input type="radio"/> <b>X</b> Wind
	Renewable Energy Technologies Income Tax Credit (For Systems Installed and Placed in Service on or After July 1, 2009) (attach Form N-342).....	<b>23●</b>	123456789
<b>24</b>	Important Agricultural Land Qualified Agricultural Cost Tax Credit (attach Form N-344).....	<b>24●</b>	123456789
<b>25</b>	Tax Credit for Research Activities (attach Form N-346).....	<b>25●</b>	123456789
<b>26</b>	Other refundable credits		
	<b>a.</b> Pro rata share of taxes withheld and paid by a partnership, estate, trust, or S corporation on the sale of Hawaii real property interests.....	<b>26a</b>	123456789
	<b>b.</b> Credit From a Regulated Investment Company.....	<b>26b</b>	123456789
	<b>c.</b> Add lines 26a and 26b.....	<b>26c●</b>	123456789
<b>27</b>	<b>Total Refundable Credits.</b> Add lines 20 through 25 and line 26c. Enter here and on Form N-11, line 32; N-15, line 49; N-30, line 12; or N-70NP, line 17. <i>Attach this schedule directly behind your Form N-11, N-15, N-30, or N-70NP.</i> .....	<b>27●</b>	123456789

STATE OF HAWAII—DEPARTMENT OF TAXATION  
**SCHEDULE OF TAX CREDITS**

Place  
QR Code  
Here

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

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

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

**PART I Nonrefundable Tax Credits**

- 1 Income tax paid to another state or foreign country (N-11, N-15, and N-70NP filers) (Attach copy of tax return(s) from other state(s) or federal Form(s) 1116. See tax return instruction booklet for more information.) ..... **1●** 123456789
- 2 Carryover of the Credit for Energy Conservation (attach Form N-323) ..... **2●** 123456789
- 3 Enterprise Zone Tax Credit (attach Form N-756) ..... **3●** 123456798
- 4 Tax Credit for Low-Income Housing (attach Form N-586) ..... **4●** 123456789
- 5 Credit for Employment of Vocational Rehabilitation Referrals (attach Form N-884) ..... **5●** 123456789
- 6 Carryover of the High Technology Business Investment Tax Credit (attach Form N-323) ..... **6●** 123456789
- 7 Carryover of the Individual Development Account Contribution Tax Credit (attach Form N-323) ..... **7●** 123456789
- 8 Carryover of the Technology Infrastructure Renovation Tax Credit (attach Form N-323) ..... **8●** 123456789
- 9 School Repair and Maintenance Tax Credit (attach Form N-330) ..... **9●** 123456789
- 10 Carryover of the Hotel Construction and Remodeling Tax Credit (attach Form N-323) ..... **10●** 123456789
- 11 Carryover of the Residential Construction and Remodeling Tax Credit (attach Form N-323) ..... **11●** 123456789
- 12 Carryover of the Renewable Energy Technologies Income Tax Credit (For Systems Installed and Placed in Service Before July 1, 2009) (attach Form N-323) ..... **12●** 123456789
- 13a Place an X in the appropriate box for the type of energy system installed and placed in service: ..... **● X** Solar **● X** Wind  
Renewable Energy Technologies Income Tax Credit (For Systems Installed and Placed in Service on or After July 1, 2009) (attach Form N-342) ..... **13a●** 123456789
- 13b RETITC amount claimed on line 13a attributed to a credit carryforward from previous years ..... **13b●** 123456789
- 14 Capital Infrastructure Tax Credit (attach Form N-348) ..... **14●** 123456789
- 15 Cesspool Upgrade, Conversion or Connection Income Tax Credit (attach Form N-350) ..... **15●** 123456789
- 16 Renewable Fuels Production Tax Credit (attach Form N-352) ..... **16●** 123456789
- 17 Organic Foods Production Tax Credit (attach Form N-354) ..... **17●** 123456789
- 18 Earned Income Tax Credit (N-11 and N-15 filers) (attach Form N-356) ..... **18●** 123456789
- 19 **Total Nonrefundable Credits.** Add lines 1 through 12, line 13a, and lines 14 through 18. Enter here and on Form N-11, line 35; N-15, line 52; N-30, line 14; or N-70NP, line 19.  
*Attach this schedule directly behind your Form N-11, N-15, N-30, or N-70NP.* ..... **19●** 123456789

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

**PART II Refundable Tax Credits**

<b>20</b>	Capital Goods Excise Tax Credit (attach Form N-312).....	<b>20●</b>	123456789
<b>21</b>	Fuel Tax Credit for Commercial Fishers (attach Form N-163) .....	<b>21●</b>	123456789
<b>22</b>	Motion Picture, Digital Media, and Film Production Income Tax Credit (attach Form N-340).....	<b>22●</b>	123456789
<b>23</b>	Place an X in the appropriate box for the type of energy system installed and placed in service: .....	<b>● X</b>	Solar ● <b>X</b> Wind
	Renewable Energy Technologies Income Tax Credit (For Systems Installed and Placed in Service on or After July 1, 2009) (attach Form N-342) .....	<b>23●</b>	123456789
<b>24</b>	Important Agricultural Land Qualified Agricultural Cost Tax Credit (attach Form N-344) .....	<b>24●</b>	123456789
<b>25</b>	Tax Credit for Research Activities (attach Form N-346) .....	<b>25●</b>	123456789
<b>26</b>	Other refundable credits		
	<b>a.</b> Pro rata share of taxes withheld and paid by a partnership, estate, trust, or S corporation on the sale of Hawaii real property interests.....	<b>26a</b>	123456789
	<b>b.</b> Credit From a Regulated Investment Company.....	<b>26b</b>	123456789
	<b>c.</b> Add lines 26a and 26b.....	<b>26c●</b>	123456789
<b>27</b>	<b>Total Refundable Credits.</b> Add lines 20 through 25 and line 26c. Enter here and on Form N-11, line 32; N-15, line 49; N-30, line 12; or N-70NP, line 17. <i>Attach this schedule directly behind your Form N-11, N-15, N-30, or N-70NP.</i> .....	<b>27●</b>	123456789