

STATE OF HAWAII — DEPARTMENT OF TAXATION  
GENERAL EXCISE/USE, TRANSIENT  
ACCOMMODATIONS AND RENTAL MOTOR VEHICLE,  
TOUR VEHICLE & CAR-SHARING VEHICLE SURCHARGE

**TAX PAYMENT VOUCHER**  
**GENERAL INSTRUCTIONS**

**CHANGES YOU SHOULD NOTE**

If payment is submitted with a return (general excise/use, transient accommodations, withholding and rental motor vehicle, tour vehicle & car-sharing vehicle surcharge), DO NOT attach Form VP-1 to the tax return.

**INTERNET FILING**

Form VP-1 can be filed and paid electronically through the State's Internet portal. For more information, go to [tax.hawaii.gov/eservices/](http://tax.hawaii.gov/eservices/).

**PURPOSE OF FORM**

Use this form if submitting Form BB-1 or submitting a payment without a tax return.

**HOW TO COMPLETE FORM**

- 1) Print the name in the space provided.
- 2) Check the appropriate "Tax Type" box.
- 3) Check the appropriate "Filing Type" box and fill in the period or year in the space provided.  
If filing Form BB-1, check the box "License Fee." Add lines 22b through 22f on Form BB-1 and enter the amount of payment in the space provided. Enter the last day of the first filing period. (e.g., a calendar year quarterly filer, began business on January 21, 2019, the first filing period end date is 03/31/19.
- 4) In the space provided, print the Hawaii Tax I.D. No. starting with the tax type (i.e. GE, TA, WH or RV), the 10 digit account number with the 2 digit extension; and the amount of payment.

- 5) Make the check or money order payable in U.S. dollars to the "Hawaii State Tax Collector." Make sure the name, tax type, filing period, and Hawaii Tax I.D. No. appear on the check or money order. Do not postdate the check. **Do not send cash.**

**WHERE TO FILE**

Detach Form VP-1 along the dotted line. If filing Form BB-1, attach the payment and Form VP-1 to the front of the form and send it to the Form BB-1 mailing address below. If submitting only a tax payment (without a return), send Form VP-1 and the payment to the mailing address noted below for the type of tax. The mailing addresses are as follows:

**General Excise/Use Tax**  
Hawaii Department of Taxation  
P.O. Box 1425  
Honolulu, HI 96806-1730

**Transient Accommodations Tax And  
Rental Motor Vehicle, Tour Vehicle & Car-Sharing  
Vehicle Surcharge Tax**  
Hawaii Department of Taxation  
P.O. Box 2430  
Honolulu, HI 96804-2430

**Hawaii Withholding**  
Hawaii Department of Taxation  
P.O. Box 3827  
Honolulu, HI 96812-3827

**Form BB-1**  
Hawaii Department of Taxation  
P.O. Box 1425  
Honolulu, HI 96806-1425

✂ — — — — — DETACH HERE — — — — — ✂

Form (Rev. 2018)

STATE OF HAWAII — DEPARTMENT OF TAXATION  
TAX PAYMENT VOUCHER

DO NOT WRITE OR STAPLE IN THIS SPACE

**VP-1**

Place  
QR Code  
Here

DO NOT SUBMIT A PHOTOCOPY OF THIS FORM

Name (Please print): ABCDEABCDEF GHIJKLMNOPQRSTUVWXYZ123

<u>Tax Type (check only 1)</u>	<u>Filing Type (check only 1) Enter Date as MM DD YY</u>	
<input checked="" type="checkbox"/> General Excise (GE)	<input checked="" type="checkbox"/> License Fee 1st Period End	12-12-12
<input checked="" type="checkbox"/> Transient Accommodations (TA)	<input checked="" type="checkbox"/> Periodic Return Period End	12-12-12
<input checked="" type="checkbox"/> Hawaii Withholding (WH)	<input checked="" type="checkbox"/> Annual Return Tax Year End	12-12-12
<input checked="" type="checkbox"/> Rental Motor, Tour & Car-Sharing Vehicles (RV)		

Print the amount of your payment in the space provided. ATTACH THIS VOUCHER WITH CHECK OR MONEY ORDER PAYABLE TO "HAWAII STATE TAX COLLECTOR." Write the tax and filing types, and your Hawaii Tax I.D. Number on your check or money order.

Hawaii Tax I.D. Number  
GE-123-456-7890-01  
Amount of Payment  
123456789.12