

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

TAX PAYMENT VOUCHER
GENERAL INSTRUCTIONS

CHANGES YOU SHOULD NOTE

The mailing address for the general excise/use tax payments has changed. Mail only the general excise/use tax payments to **P.O. Box 1730, Honolulu, HI 96806-1730**.

INTERNET FILING

Form VP-1 can be filed and payment made electronically through the State's Internet portal. For more information, go to **tax.hawaii.gov/eservices/**.

PURPOSE OF FORM

Use this form if you are submitting Form BB-1 or BB-1X, or when you send a payment to the Department of Taxation for your general excise/use, employer's withholding, transient accommodations, and rental motor vehicle, tour vehicle & car-sharing vehicle surcharge taxes. Using Form VP-1 allows us to process your payment accurately and efficiently.

HOW TO COMPLETE FORM

- 1) Print your name in the space provided.
- 2) Enter the last 4 digits of your FEIN or SSN in the space provided.
- 3) Check the appropriate "Tax Type" box.
- 4) Check the appropriate "Filing Type" box and fill in the period or year in the space provided.
If you are filing a Form BB-1 or BB-1X, check the box "License Fee". Enter the last day of your first filing period. (e.g., you are a calendar year quarterly filer and began business on January 21, 2016, your first filing period end date is 03/31/16)

- 5) Print your Hawaii Tax I.D. No. and the amount of your payment in the space provided. If you are applying for a new number, please leave this area blank.
- 6) Make your check or money order payable in U.S. dollars to the **"Hawaii State Tax Collector"**. Make sure your name, tax type, filing period, and Hawaii Tax I.D. No. appear on your check or money order. Do not postdate your check. **Do not send cash.**

WHERE TO FILE

Detach Form VP-1 along the dotted line. If you are filing Form BB-1 or BB-1X, attach your payment and Form VP-1 to the front of your form and send it to the Forms BB-1 and BB-1X mailing address noted below. If you are making a tax payment, send the Form VP-1 and your payment to the mailing address noted below for the type of tax you are paying. The mailing addresses are as follows:

GENERAL EXCISE/USE TAX
HAWAII DEPARTMENT OF TAXATION
P.O. BOX 1730
HONOLULU, HI 96806-1730

WITHHOLDING TAX
HAWAII DEPARTMENT OF TAXATION
P.O. BOX 3827
HONOLULU, HI 96812-3827

**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

FORMS BB-1 and BB-1X
HAWAII DEPARTMENT OF TAXATION
P.O. BOX 1425
HONOLULU, HI 96806-1425

✂ — — — — — DETACH HERE — — — — — ✂
Form (Rev. 2015) **STATE OF HAWAII — DEPARTMENT OF TAXATION** DO NOT WRITE OR STAPLE IN THIS SPACE
VP-1 **TAX PAYMENT VOUCHER**



XB151

DO NOT SUBMIT A PHOTOCOPY OF THIS FORM

Name (Please print): _____

Tax Type (check only 1)

Filing Type (check only 1) Enter Date as MM DD YY

General Excise (GE)

License Fee

Transient Accommodations (TA)

1st Period End

Hawaii Withholding (WH)

Periodic Return

Period Begin

Rental Motor, Tour & Car-Sharing
Vehicles (RV)

Period End

Annual Return

Tax Year Begin

Tax Year End

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.

Last 4 Digits of Your FEIN or SSN

Hawaii Tax I.D. Number

W

Amount of Payment