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Date: October 19, 2016
Letter ID: L-
Customer ID: T-028

Re: Verified Practitioner Approval

Dear 

Your application for a Verified Practitioner Identification Number (VP ID) has been approved. Your VP ID is: T-5328. You may use this ID in place of your social security number when completing the State of Hawaii – Department of Taxation Power of Attorney, Form N-848. You may also use this ID and the letter ID above to validate your account when you create a new logon at Hawaii Tax Online, our tax web portal. Go to hitax.hawaii.gov to get started; click on the "Sign Up for Hawaii Tax Online" hyperlink on the front page and follow the directions provided. Once logged on, you will be able to manage your clients' accounts online.

If you require assistance with any Department of Taxation account related-issues such as locating and applying payments or explaining notices and letters, you now have direct access to our Practitioner Priority Specialist (PPS). For more information and a full list of services that the PPS can provide, please go to tax.hawaii.gov.

If you require further information, please contact Jenny Xu at the address and phone number listed below. Reference the letter ID found at the top of the page on any correspondence or phone calls to expedite the process.

Sincerely,

Department of Taxation
Practitioner Priority Office
PO Box 259
Honolulu, HI 96809-0259
Phone: (808) 587-1684



Hawaii Tax Online is the convenient and secure way to file tax returns, make payments, view letters, manage your accounts, and conduct other common transactions online with the Hawaii Department of Taxation.

Log In

Username

[Forgot username?](#)

Password

[Forgot password?](#)

Required

Submit

Sign Up

If you are a current taxpayer in the State of Hawaii, you will need to sign up for a logon before you can use Hawaii Tax Online.

We currently support General Excise, Use, Transient Accommodations, and Rental Vehicle taxes. Support for other account types is coming soon!

[Sign Up for Hawaii Tax Online](#)

Register New Business

Do you plan on doing business in Hawaii, or have employees in Hawaii? Use this step-by-step form to submit your BB1 electronically.

You may also use this application to sign up as a Verified Practitioner.

[Begin the Registration Process](#)

Other Services

The following services are available without logging in.



1. New Logon Registration

New Logon Registration

Complete this request using the buttons along the bottom to navigate to each step. You cannot go to the next step until all fields are completed with no error. On the final step, a submit button will be available to complete this request.

Your session will be locked after 15 minutes of inactivity.

ABOUT THIS REQUEST

This request allows you to sign up for a web logon. A web logon can be created for both businesses and individuals which are both referred to as a "taxpayer".

Once you have a web logon that is associated with a taxpayer, you can add access to tax accounts by answering simple validation questions. In this request, you are allowed to add access to up to three tax accounts, but you may add access to others later.

WHAT YOU NEED

To validate that your web logon is allowed access to a taxpayer, you must supply the following information:

- FEIN, SSN, or ITIN
- Name
- Zip Code
- Either a letter ID, recent payment amount, or the most recent refund amount.

Additionally, if you wish to add access to one or more accounts, you will need to provide the following:

- Account ID
- Either a letter ID, recent payment amount, or a line item from a recent return

[Cancel](#)

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[Next >](#)



- 1. New Logon Registration
- 2. User Type Selection**

User Type Selection

Select the option that describes the type of user you are:

(A) Owner or employee of a business

(B) Pre-registered Practitioner

(C) All Other Practitioners

[Cancel](#)

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[Next >](#)



- 1. New Logon Registration
- 2. User Type Selection
- 3. Taxpayer Identification**

Taxpayer Identification

TAXPAYER INFORMATION

Enter the ID of the individual taxpayer or business you wish to create a logon for.

ID Type	Customer ID	
ID	T-045-845-5040	
Zip	96817	<input type="checkbox"/> Foreign
First Name	JOHN	
Last Name	SMITH	

VALIDATION QUESTION

Select one of the following sources to validate your taxpayer information.

- Letter Id** **L1133778944** **?** Enter a letter ID from a received letter. The License Letter cannot be used.
- Payment
- Refund

[Cancel](#)

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- 1. New Logon Registration
- 2. User Type Selection
- 3. Taxpayer Identification
- 4. Account Access**

Account Access

Your logon, by default, does not have access to any tax accounts. If you would like to add access to one or more of your tax accounts, you must answer the validation questions below.

Would you like to add access to a tax account at this time? Yes No

[Cancel](#)

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- 1. New Logon Registration
- 2. User Type Selection
- 3. Taxpayer Identification
- 4. Account Access
- 5. Logon Creation

Logon Creation

AUTHENTICATION DETAILS

Username

Confirm Username

Password

Confirm Password

PASSWORD REQUIREMENTS

Passwords cannot be reused
Minimum 8 characters
Minimum 1 of EACH of the following:

- Special character (e.g. \$,!,@)
- Numeric character
- Upper case character

Example: HILife16!

PERSONAL DETAILS

First Name

Last Name

Email

Confirm Email

Contact Phone

Alternate Phone

IN CASE YOU FORGET YOUR PASSWORD

Secret Question

Secret Answer

TWO FACTOR AUTHENTICATION

For extra security, we require you to enter a special code when logging in from an unknown computer. We can either email or text you the number.

Send Authentication Email Email

Send Authentication Text

Send Text or Email

Cancel

Previous Submit



Request Submitted

Your request has been submitted. You may save this page for your records.

Request: New Logon
Submitted: 8/18/2016 4:32:57 PM
Confirmation Number: 1-979-711-488

Questions?

Contact us at 808-543-6814 between the hours of 7:45am and 4:30pm or email tax.efile@hawaii.gov.

OK



Home

Hawaii Tax Online is the convenient and secure way to file tax returns, make payments, view letters, manage your accounts, and conduct other common transactions. Hawaii Department of Taxation.

Log In

Username

[Forgot username?](#)

peggyxu

Password

[Forgot password?](#)

••••••••

Submit

Authentication



AUTHENTICATION CODE

An authentication code was sent to you. Enter this code below.

Authentication Code

8hntz2

Logon

Trust This Computer

[Didn't receive an authentication code?](#)

Other Services

New

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