



Hawaii  
Department of Taxation

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**TAX  
YEAR  
2015**

**Individual  
Income  
Tax**

# Hawaii Software Developers and Transmitters Handbook for Modernized e-File



Release Date: 10/30/2015 (V1.0)

Latest revisions of the test packages, forms, record layouts, schemas, and business rules are available on our Electronic Services' website at [tax.hawaii.gov/eservices/](http://tax.hawaii.gov/eservices/).



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## SECTION 1: INTRODUCTION

The State of Hawaii, Department of Taxation (DOTAX), in conjunction with the Internal Revenue Service (IRS), accepts state Individual Income Tax returns and corresponding forms and schedules using the Modernized E-File (MeF) system. DOTAX supports "linked" and "unlinked" submissions.

The current schema package approved for production is: **HIIndividual2015V1.0**.

To participate in the Hawaii MeF Program, software developers must adhere to the guidance in this handbook. All IRS requirements must also be met to participate in the Hawaii MeF program. However, this handbook does not represent the requirements and procedures issued by the IRS. For more information and technical guidance refer to the IRS MeF User Guides and Publications at [www.irs.gov](http://www.irs.gov).

For more details regarding the preparation of Hawaii individual income tax returns, including forms, schedules and instructions refer to our Electronic Services' website at [tax.hawaii.gov/eservices/](http://tax.hawaii.gov/eservices/).

## SECTION 2: CHANGES FOR TAX YEAR 2015

1. The federal provisions relating to the qualified ABLE programs (except for the 10% penalty on distributions not used for disability expenses) are adopted for taxable years beginning after December 31, 2014. Under the program, distributions from the ABLE accounts are tax-free if used to pay qualified disability expenses of beneficiaries who are blind or disabled. Contributions to the ABLE accounts are not deductible. Earnings in the ABLE accounts accumulate tax-free. (Act 52, SLH 2015)
2. You may exclude up to \$6,198 of your military reserve or Hawaii national guard duty pay from your income for taxable years beginning after December 31, 2014. (Act 197, SLH 2004)
3. The following federal provisions that were adopted by Hawaii expired at the end of 2014: (1) the \$250 deduction for educator expenses, (2) the election to deduct state and local general sales taxes instead of state and local income taxes, (3) the deduction for mortgage insurance premiums, (4) the tax-free distributions from individual retirement plans for charitable purposes, and (5) the exclusion from gross income of discharge from qualified principal residence indebtedness. At the time this instruction booklet was printed, there was pending federal legislation that would reinstate certain provisions. If federal legislation is passed in 2015 to reinstate these provisions and these provisions are adopted by the 2016 Hawaii State Legislature, then these provisions may be claimed. If Hawaii tax law changes after you file your return, you may file an amended return to claim any reinstated deductions that you qualify for that you did not claim on your original tax return.
4. The Cesspool Upgrade, Conversion, or Connection Income Tax Credit is a new credit for taxable years 2016 to 2020 for the costs to upgrade or convert a cesspool into a septic system or an aerobic treatment unit system, or to connect a cesspool to a sewer system. (Act 120, SLH 2015)
5. The Refundable Food/Excise Tax Credit is amended for taxable years 2016 to 2017 by (1) increasing the tax credit amount, and (2) deleting the residency requirement. (Act 223, SLH 2015)



## SECTION 3: CONTACT INFORMATION

1. The contact information provided below is strictly for software developers and transmitters' testing inquiries.

Testing Inquiries:

Contact: Electronic Processing Testing Group  
E-mail address: tax.efile.test@hawaii.gov  
Phone number: (808) 202-3953

2. Transmitters experiencing problems with State acknowledgements and other related production inquiries should contact the Electronic Processing Section.

Production Inquiries:

Contact: Electronic Processing Section  
E-mail address: tax.efile@hawaii.gov  
Phone number: (808) 587-1740  
Mailing Address: State of Hawaii Department of Taxation  
P.O. Box 259  
Honolulu, HI 96809-0259  
Attn: Electronic Filing Processing Section

Our office hours are Monday through Friday, 7:45 a.m. to 4:30 p.m. Hawaii Standard Time. Our office will be closed on weekends and on all National and State of Hawaii holidays.

Holidays	2015	2016
New Year's Day		Jan. 1, Friday
Dr. Martin Luther King, Jr. Day		Jan. 18, Monday
Presidents' Day		Feb. 15, Monday
Prince Jonah Kuhio Kalaniana'ole Day		Mar. 25, Friday
Good Friday		Mar. 25, Friday
Memorial Day		May 30, Monday
King Kamehameha Day		June 10, Friday
Independence Day		July 4, Monday
Statehood Day		Aug. 19, Friday
Labor Day		Sept. 5, Monday
General Election Day	n/a	Nov. 8, Tuesday
Veterans' Day	Nov. 11, Wednesday	Nov. 11, Friday
Thanksgiving	Nov. 26, Thursday	Nov. 24, Thursday
Christmas	Dec. 25, Friday	Dec. 26, Monday



## SECTION 4: ACCEPTANCE AND PARTICIPATION

In order to participate in the Hawaii MeF program, each year software developers and direct transmitters must provide the information requested below. Otherwise, any submitted test returns will be automatically rejected.

### 4.1 SOFTWARE DEVELOPERS

DOTAX now requires submission of the [Intent to Participate in the Hawaii MeF Program, Individual Income Tax Year 2015 \(Form EF-7\)](#).

Please email DOTAX at [tax.efile.test@hawaii.gov](mailto:tax.efile.test@hawaii.gov) and attach a completed Form EF-7 for each supported product / test ETIN; please include your test ETIN in the subject of the e-mail. Do not transmit any test returns until you receive a confirmation e-mail from DOTAX that testing can begin, otherwise they will be rejected.

Software developers must pass Assurance Testing System (ATS) and receive approval by DOTAX. DOTAX reserves the right to deny a request to participate in Hawaii's MeF program (Form EF-7). Live returns submitted prior to the completion of ATS will be rejected.

### 4.2 DIRECT TRANSMITTERS

Direct transmitters must use an approved third party software product, please e-mail the following information to [tax.efile@hawaii.gov](mailto:tax.efile@hawaii.gov), and include the "Direct Transmitter Info" in the subject of the e-mail. Please do not transmit any returns until you receive a confirmation e-mail from DOTAX that your set-up is completed, otherwise submissions will be rejected.

1. Direct transmitters company name and address
2. Direct transmitters contact name
3. Direct transmitters contact number
4. Direct transmitters ETIN
5. Approved software product name
6. Approved software ID



## SECTION 5: RESPONSIBILITIES

Developers, Transmitters, and Electronic Return Originators (ERO) must abide by the terms in this handbook and maintain a high degree of integrity, compliance, and accuracy to remain in the Hawaii MeF Program.

### 5.1. INTEGRITY

Responsible for verifying that the DOTAX return has been properly prepared, validated by the IRS, and received by DOTAX. Must ensure that the DOTAX acknowledgements are received.

DOTAX strongly recommends that developers provide the data requested in the authentication header.

### 5.2. COMPLIANCE

All requirements and specifications in the IRS Modernized e-File (MeF) User Guides, Publications, and the DOTAX MeF Handbook must be met.

Unauthorized access, possession or disclosure of confidential taxpayer information can result in severe Federal and Hawaii criminal and civil penalties in accordance with HRS §§231, 235, 237, 237D, 487N and 708-839.55.

### 5.3. ACCURACY

Provide a complete and accurate copy of the return to the taxpayer according to the guidelines set by the IRS.

### 5.4. TIMELINESS OF FILING

Must ensure electronic returns are filed in a timely manner. The date of transmission will be the filing date for accepted DOTAX returns. If the due date falls on a Saturday, Sunday, or legal holiday, substitute the next regular work day.

- April 20th - Last day to file individual returns timely (11:59 p.m. Hawaii Standard Time).
- October 20th - Last day to file extended individual returns (11:59 p.m. Hawaii Standard Time)

### 5.5. SOFTWARE ACCEPTANCE, TESTING AND APPROVAL

The Hawaii Test Packages for MeF, Publication EF-6 (PUB EF-6) consists of eighteen (18) test scenarios.

#### N-11 Test Package

- Five test scenarios are required for software that supports Form N-11.
  - Four additional test scenarios are required for software that supports the targeted forms.

#### N-15 Test Package

- Five test scenarios are required for software that supports Form N-15.



- Four additional test scenarios are required for software that supports the targeted forms.

Test scenarios are provided in PUB EF-6, which is available on our Electronic Services' website at [tax.hawaii.gov/eservices/](http://tax.hawaii.gov/eservices/).

#### 5.5.1. TESTING PERIOD

2015 ATS Testing begins on – November 02, 2015

#### 5.5.2. PROCEDURES FOR TESTING

The Electronic Processing Testing Group will notify software developers by e-mail when their testing can begin.

To make a request for ATS test verification, e-mail the following to: [tax.efile.test@hawaii.gov](mailto:tax.efile.test@hawaii.gov) (*note: include your test ETIN in the subject*):

1. Date of submission
2. Number of submissions
3. Submission ID(s) (*note: send submission ID list in plain text format*)

Note: Transmissions with a rejected status cannot be verified for ATS testing. Ensure that your transmissions have an accepted submission status before sending the e-mail.

#### Pass/Fail testing

1. DOTAX will verify test scenarios in a timely manner:
  - October through January usually within 3 to 5 business days of receipt.
  - All other months usually within 10 to 15 business days of receipt.
2. An "Accepted" acknowledgement means that your submission has been validated against DOTAX's schemas and business rules, and accepted for processing. However, the submission must still be checked against the test scenarios. An e-mail from [tax.efile.test@hawaii.gov](mailto:tax.efile.test@hawaii.gov) will be sent indicating the status of the test results.
  - PASS – The test scenario(s) was received and passed the testing process. No further action is required for that test scenario.
  - FAIL – The test scenario(s) was received but failed the testing process. Please make the necessary corrections and resubmit the failed test scenario(s) only.
3. When testing has successfully been completed, DOTAX will inform you by e-mail.
4. DOTAX reserves the right to require the software developers to re-test their products at DOTAX's discretion.

#### 5.5.3. INDEPENDENT TESTING

After passing ATS testing with DOTAX, software developers may conduct independent testing using their own data. Please use the same taxpayer entity information (i.e. names and social security numbers) provided in the test scenarios. The independent test submissions are not



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verified by the Electronic Processing Testing Group. Any inquiries regarding independent test results should be sent via email. Please include your test ETIN in the subject of the email.



## SECTION 6: ACKNOWLEDGEMENT SYSTEM

1. All data transmitted through the MeF system must be in accordance with the DOTAX Schemas and Business Rules documents, which are available on our Electronic Services' website at [tax.hawaii.gov/eservices/](http://tax.hawaii.gov/eservices/).
2. Upon receiving the submission, DOTAX will generate a receipt to the IRS. After processing the submission, DOTAX will send an acknowledgement of acceptance or rejection within two business days.
3. For linked submissions DOTAX will generate a separate acknowledgment from the IRS acknowledgment. Receiving an IRS acknowledgment does not mean that DOTAX acknowledges receipt of the state income tax return.
4. Allow at least three business days from the received date before contacting the Electronic Processing Section for inquiries regarding the status of the submission. Please provide the following information:
  - a. Primary Name
  - b. Primary SSN
  - c. Transmission Date
  - d. Submission ID
5. After production begins, software developers must be available to correct any software errors that may arise, and work with DOTAX to follow up on any processing issues. Any new release of software must be done in a timely manner, with proper notification to all customers.
6. DOTAX reserves the right to reject submissions and to require retesting of product(s) at DOTAX's discretion.



## SECTION 7: GENERAL INFORMATION

### 7.1 MEF SUPPORTED DOCUMENTS

#### 7.1.1. FORMS

<b>XML Doc. Name</b>	<b>Description</b>	
FormN11	Form N-11:	Individual Income Tax Return (Resident)
FormN15	Form N-15:	Individual Income Tax Return (Nonresident and Part-Year Resident)
FormN158	Form N-158:	Investment Interest Expense Deduction
FormN210	Form N-210:	Underpayment of Estimated Tax by Individuals, Estates, and Trusts
FormN312	Form N-312:	Capital Goods Excise Tax Credit
FormN342	Form N-342:	Renewable Energy Technologies Income Tax Credit For Systems Installed and Placed in Service on or After July 1, 2009
FormN342A	Form N-342A:	Information Statement Concerning Renewable Energy Technologies Income Tax Credit For Systems Installed and Placed in Service on or After July 1, 2009
FormN615	Form N-615:	Computation of Tax for Children Under Age 14 Who Have Unearned Income of More than \$1,000

#### 7.1.2. SCHEDULES

<b>XML Doc. Name</b>	<b>Description</b>	
SchCR	Schedule CR:	Schedule of Tax Credits
SchK1FormN20	Schedule K-1 (N-20):	Partner's Share of Income, Credits, Deductions, Etc.
SchK1FormN35	Schedule K-1 (N-35):	Shareholder's Share of Income, Credits, Deductions, Etc.
SchX	Schedule X:	Tax Credits for Hawaii Residents

#### 7.1.3. WORKSHEETS

<b>XML Doc. Name</b>	<b>Description</b>	
WksA1	Worksheet A-1:	Medical and Dental Expenses
WksA2	Worksheet A-2:	Taxes You Paid
WksA3	Worksheet A-3:	Interest You Paid
WksA4	Worksheet A-4:	Gifts to Charity
WksA6	Worksheet A-6:	Miscellaneous Deductions
WksNR1	Worksheet NR-1:	Medical and Dental Expenses
WksNR2	Worksheet NR-2:	Taxes You Paid
WksNR3	Worksheet NR-3:	Interest You Paid
WksNR4	Worksheet NR-4:	Gifts to Charity
WksNR6	Worksheet NR-6:	Miscellaneous Deductions
WksPY1	Worksheet PY-1:	Medical and Dental Expenses
WksPY2	Worksheet PY-2:	Taxes You Paid
WksPY3	Worksheet PY-3:	Interest You Paid
WksPY4	Worksheet PY-4:	Gifts to Charity
WksPY6	Worksheet PY-6:	Miscellaneous Deductions



#### 7.1.4. BINARY ATTACHMENTS

File Names begin with	Description
ArboristAffidavit	Exceptional Tree Deduction
RestraintInvoice	Child Restraint System
DoneeAcknowledgment	Written Donee Acknowledgement

#### 7.1.5. IRS FORMS

XML Doc. Name	Description
IRS1099R	1099-R: Distributions from Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
IRSW2	W-2: Wage and Tax Statement
IRSW2G	W-2G: Certain Gambling Winnings
State1099G	1099-G: Certain Government Payments
State1099Int	1099-INT: Interest Income
State1099Misc	1099-MISC: Miscellaneous Income
State1099DIV	1099-DIV: Dividends and Distributions
State1099OID	1099-OID: Original Issue Discount

## 7.2. SIGNATURE REQUIREMENTS

In accordance with Hawaii Revised Statutes (HRS), the act of electronic filing constitutes a taxpayer's signature to the return, without the need for a PIN or other documentation.

#### HRS §231-8.5:

"The department may allow filing by electronic, telephonic, or optical means of any tax return, application, report, or other document required under the provisions of title 14 administered by the department. The date of filing shall be the date the tax return, application, report, or other document is transmitted to the department in a form and manner prescribed by departmental rules adopted pursuant to chapter 91. The department may determine alternative methods for the signing, subscribing, or verifying of a tax return, application, report, or other document that shall have the same validity and consequences as the actual signing by the taxpayer. A filing under this section shall be treated in the same manner as a filing subject to the penalties under section 231-39."

Each taxpayer must be informed that the act of electronically filing a tax return constitutes his/her signature. Print the following taxpayer declaration as part of the taxpayer's copy of the return:

"I understand and accept, pursuant to section 231-8.5, HRS, that filing this return electronically constitutes my signature to the return having the same validity and consequences as the actual signing of the return."



### 7.3. PAYMENT METHODS

DOTAX supports Automated Clearing House (ACH) debit payments and direct deposit refunds. Currently, International Automated Clearing House Transactions (IAT) are not supported for payments and refunds. A payment can be submitted from a single bank or other financial institution account. A refund can be directly deposited into a single bank or other financial institution account.

DOTAX does not support post dated payments.

If a bank rejects a direct deposit for incorrect account/routing number or for their own policy regulations, DOTAX will issue a paper check and send it to the address of record.

### 7.4. DATA REQUIREMENTS

All required data elements must contain a value (even if it is zero). Optional data elements that have no value (blank) must not be present in the submission. Optional data elements may have zero values if specified in the instructions.

### 7.5. TYPES OF FILINGS ACCEPTED

DOTAX accepts Linked (Federal/State) and Unlinked (State Only) submissions.

### 7.6. DECIMAL PLACES FOR RATIOS

Requirements are provided in the XML schema documents.

### 7.7. HANDLING OF ATTACHMENTS

Binary attachments are only used in specific situations when XML documents are not applicable. The binary attachments we are currently accepting are listed in Section 7.1.4.

### 7.8. EDITS AND VERIFICATIONS

Error Categories:

- Data Validation Error
- Data Validation Required
- Field Validation
- Incorrect Data
- Math Error
- Missing Data
- Missing Document
- Missing or Incorrect Data
- Not Supported Data
- XML Error

Severity:

- Alert
- Reject
- Reject and Stop



## 7.9. GENERAL EXCLUSIONS FROM ELECTRONIC FILING

1. Returns prior to tax year 2013
2. Returns other than N-11 and N-15
3. Amended returns
4. Returns with Net Operating Loss (NOL) Carryback indicated
5. Returns for Fiscal Year filers
6. Returns that require attachment of forms or schedules that are not supported by the State of Hawaii MeF program
7. Returns for Decedents
8. Returns with "Applied For" primary and/or secondary taxpayer identification number
9. Composite forms, schedules or worksheets
10. Forms and schedules that require data but do not have a designated field
  - Form N-11, Line 10, Other Hawaii additions to Federal AGI: place an "X" on a dotted line.
  - Form N-11, Line 18, Other Hawaii subtractions from Federal AGI: place an "X" on a dotted line.
  - Form N-15: place "MSRRA" (The Military Spouses Residency Relief Act) at the top of the form.
  - Form N-15, Line 7, wages, salaries, tips, etc (attach Form W-2): place "AB", "SNE" or "DCB" on a dotted line.
  - Form N-15, Line 28, self employed SEP, SIMPLE, and qualified plans: place "DB" on the left side of the field.
  - Form N-15, Line 34, total adjustments: place the following list on the space to the left of the total
    - "Archer MSA Deduction for Archer MSA contribution"
    - "Jury pay for jury duty pay"
    - "IDA Contribution for individual development account contribution"
    - "UDC for unlawful discrimination claims"
    - "WBF for attorney's fees and costs for whistleblower"
  - Schedule X, Part III Line 23, credit for child and dependent care expenses: place "PYE" on the dotted line.
11. Post dated payments
12. Returns when a taxpayer is 1) claimed as a dependent on another's tax return, 2) age 65 and over before the end of the taxable year, and 3) itemizing medical and dental expenses.
13. Returns that require multiple Hawaii Tax Identification (I.D.) numbers for Federal Schedule activity.

## SECTION 8: SCHEMAS AND TRANSMISSION SPECIFICATIONS

The approved XML schemas package is available on our Electronic Services' website at [tax.hawaii.gov/eservices](http://tax.hawaii.gov/eservices). New releases will be available on October 31st of each year.



## SECTION 9: HANDBOOK UPDATES

Document Version Number	Updates
Draft	<p>-Overall updates: Tax years accordingly</p> <p>-Section 1: Introduction (update)</p> <ul style="list-style-type: none"> <li>• Schemas version</li> </ul> <p>-Section 2: Changes for Tax Year 2015 (update)</p> <p>-Section 3: Contact Information (update)</p> <ul style="list-style-type: none"> <li>• Testing Inquiries: Phone number (808)202-3953</li> <li>• Holiday table</li> </ul> <p>-Section 4: Acceptance and Participation</p> <p>4.1.1: Software Developers (update)</p> <ul style="list-style-type: none"> <li>• DOTAX now requires submission of the Intent to Participate in the Hawaii MeF Program, Individual Income Tax Year 2015 (Form EF-7). Please email DOTAX at <a href="mailto:tax.efile.test@hawaii.gov">tax.efile.test@hawaii.gov</a> and attach a completed Form EF-7 for each supported product / test ETIN; please include your test ETIN in the subject of the e-mail. Do not transmit any test returns until you receive a confirmation e-mail from DOTAX that testing can begin, otherwise they will be rejected.</li> <li>• Form EF-7 has been added as a link (delete)</li> <li>• Software developers required information</li> </ul> <p>-Section 5: Responsibilities (update)</p> <p>5.5.1: Testing period</p> <p>5.5.2: Procedures for Testing</p> <p>Pass/Fail testing (update)</p> <ul style="list-style-type: none"> <li>• Testing turnaround time from "within 48 business hours of receipt" to "within 3 - 5 business days of receipt"</li> <li>• All other months usually "within 96 business hours" to "10 to 15 business days of receipt".</li> </ul> <p>(deleted)</p> <p>3. and request the following:</p> <ul style="list-style-type: none"> <li>• The production information associated with the software product. <ul style="list-style-type: none"> <li>a. ETIN(s) associated with the software product</li> <li>b. EFIN(s) associated with the software product</li> <li>c. Approved software ID associated with the software product (<i>Note: Approved software ID is case sensitive</i>)</li> </ul> </li> </ul>



	<p>d. Software Type</p> <p>4. If a software vendor would like to have its contact information published on the approved software list on our Electronic Services' website, provide the following:</p> <ul style="list-style-type: none"><li>• Company Name</li><li>• Product Name</li><li>• Contact Information</li><li>• Website URL</li></ul> <p>5. Information moved to Section 6 - Acknowledgement System, Number 5.</p> <p>-Section 6: Acknowledgement System (add)</p> <p>6. DOTAX reserves the right to reject submissions and to require retesting of product(s) at DOTAX's discretion.</p> <p>-Section 7: General Information</p> <p>7.1.4 Binary Attachments (delete)</p> <p>*Note: attached file names are case sensitive</p> <p>-Section 7.9 General Exclusions from Electronic Filing (update)</p> <p>1. "Returns prior to tax year 2012" was changed to "Returns prior to tax year 2013"</p> <p>10. "DCB" on Form N-15 line 7</p> <p>12. Number changed to numbers</p>
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