

STATE OF HAWAII — DEPARTMENT OF TAXATION
MISCELLANEOUS FEE PAYMENT VOUCHER
GENERAL INSTRUCTIONS

PURPOSE OF FORM

Use this form when you send your annual permit fee(s) payment to the Department of Taxation when renewing your Retail Tobacco Permit(s). (Note: The annual permit fee is \$20.00 for each retail location you own, operate, or control.)
Using Form VP-1TP allows us to process your fee payment accurately and efficiently.

WHERE TO FILE

Detach Form VP-1TP along the dotted line. Send your payment and Form VP-1TP to the following mailing address:

HAWAII DEPARTMENT OF TAXATION
P.O. Box 1530
HONOLULU, HI 96806-1530

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 "Retail Tobacco Permit" "Tax Type" box.
- 4) Check the "Permit Fee" "Filing Type" box and fill in the "Period End" date in the space provided.
- 5) Print your Hawaii Tax I.D. No. and the amount of your fee payment in the space provided.
- 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 end date, Hawaii Tax I.D. No., and daytime phone number appear on your check or money order. Do not postdate your check. **Do not send cash.**

✂ — — — — — DETACH HERE — — — — — ✂
Form STATE OF HAWAII — DEPARTMENT OF TAXATION DO NOT WRITE OR STAPLE IN THIS SPACE
VP-1TP MISCELLANEOUS FEE PAYMENT VOUCHER
(Rev. 2011)

Name (Please print): _____

<p>Tax Type (check box)</p> <p><input type="checkbox"/> Retail Tobacco Permit</p>	<p>Filing Type (check box) Enter Date as MM/DD/YY</p> <p><input type="checkbox"/> Permit Fee for: Period End ___ / ___ / ___</p>	<p>Last 4 Digits of Your FEIN or SSN</p> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>Hawaii Tax I.D. Number</p> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>W Amount of Payment</p> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div>		
Permit Number 1	Permit Number 2	Permit Number 3	Permit Number 4	Permit Number 5

ATTACH THIS VOUCHER TO YOUR CHECK OR MONEY ORDER PAYABLE TO "HAWAII STATE TAX COLLECTOR". Write the tax type, filing period end date, your Hawaii Tax I.D. Number, and daytime phone number on your check or money order.