

STATE OF HAWAII — DEPARTMENT OF TAXATION
APPEAL APPLICATION

FOR THE ADMINISTRATIVE APPEALS AND DISPUTE RESOLUTION PROGRAM

IMPORTANT: Please use the separate instructions to complete this form.

Section 1 Your Information	Section 2 Your Representative (if any)
<p>Tell us who you are and how to contact you. A person requesting an appeal is called a “petitioner.”</p>	
Social security number(s) or FEIN	Hawaii tax identification number
<p>Name(s)</p>	
<p>DBA (Doing Business As)</p>	
<p>Mailing address</p>	
City, town or post office	State
Postal/ZIP code	City, town or post office
City, town or post office	State
Postal/ZIP code	Postal/ZIP code
Daytime phone number	Fax number
Daytime phone number	Fax number
<p>Email address</p>	

Section 3 Information About Your Appeal

Tell us about the assessment(s) that you dispute.

<p>3a. Type of assessment (proposed, final, or preparer penalty):</p> <p><input type="checkbox"/> Notice(s) of Proposed Assessment</p> <p><input type="checkbox"/> Notice(s) of Final Assessment</p> <p><input type="checkbox"/> Notice and Demand of Penalty (preparer penalties)</p>	<p>3b. Tax year(s)</p>	<p>Tax type</p>	<p>Assessment mailing date</p>
<p>3c. Auditor’s or examiner’s name</p>	<p>3d. Branch</p> <p><input type="checkbox"/> Field Audit <input type="checkbox"/> Office Audit</p>	<p>3e. Branch location</p> <p><input type="checkbox"/> Oahu <input type="checkbox"/> Maui <input type="checkbox"/> Kauai <input type="checkbox"/> Hawaii</p>	

3f. Did you file an appeal with the Board of Review? Yes No

3g. Did you file an appeal with the Tax Appeal Court? Yes No (If you checked “Yes,” you must have permission from the Tax Appeal Court to participate in AADR. Attach a copy of the Court permission or pending motion/stipulation.)

Section 4 Reason for Your Appeal

List the item(s) that you disagree with and explain the reason(s) you think the assessment(s) is incorrect. If you need more space, attach additional sheets.

Disagreed item(s)	Reason(s) why you disagree and the relief that you are seeking

Section 5 Statement of Facts

State the facts and the law or other legal authority, if any, to support your position on each disagreed item. If you need more space, attach additional sheets.

Horizontal lines for writing the statement of facts.

Section 6 Signature of Petitioner(s)

Other Requirements: Please check off each box to indicate that you have fulfilled these requirements. *Do not* submit your tax return, receipts, or other types of evidence with this application.

- I enclosed a copy of each Department of Taxation assessment that I dispute with this application.
- I provided a copy of this application including any accompanying documents to the Department of Taxation auditor or examiner assigned to my case.

Mail your application to:
Hawaii Department of Taxation
Administrative Appeals Office
830 Punchbowl Street, Room 221
Honolulu, HI 96813-5094

I declare that the information in this application and any accompanying documents are true, correct, and complete to the best of my knowledge and belief.

Signature of Petitioner(s) ➤	Print name(s) and title(s)	Date
➤		

To Be Completed by the Administrative Appeals Office

Date application received	Was this application filed timely? <input type="checkbox"/> Yes <input type="checkbox"/> No	Case number	Date case closed
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