

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

**TAX PAYMENT VOUCHER**  
**GENERAL INSTRUCTIONS**

**CHANGES YOU SHOULD NOTE**

You must use **Form VP-1W** when you send a payment to the Department of Taxation for your **withholding tax**.

**INTERNET FILING**

Form VP-1 can be filed and paid electronically through the State’s Internet portal. For more information, go to [tax.hawaii.gov/eservices/](http://tax.hawaii.gov/eservices/).

**PURPOSE OF FORM**

Use this form if you are submitting Form BB-1 or when you send a payment to the Department of Taxation for your general excise/use, 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) Check the appropriate “Tax Type” box.
- 3) Check the appropriate “Filing Type” box and fill in the period or year in the space provided.  
If you are filing Form BB-1, check the box “License Fee.” Add lines 28b through 28e on Form BB-1 and enter the amount of payment in the space provided. Enter the last day of your first filing period. (e.g., you are a calendar year quarterly filer and began business on January 21, 2017, your first filing period end date is 03/31/17.
- 4) In the space provided print the last 4 digits of your FEIN

- or SSN; your Hawaii Tax I.D. No. starting with the tax type (i.e. GE, TA, or RV), your 10 digit account number with the 2 digit extension; and the amount of your payment.
- 5) 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, attach your payment and Form VP-1 to the front of your form and send it to the Form BB-1 mailing address 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

**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

**Form BB-1**  
Hawaii Department Of Taxation  
P.O. Box 1425  
Honolulu, HI 96806-1425

✂ — — — — — DETACH HERE — — — — — ✂

Form (Rev. 2016)

STATE OF HAWAII — DEPARTMENT OF TAXATION  
TAX PAYMENT VOUCHER

DO NOT WRITE OR STAPLE IN THIS SPACE

**VP-1**



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

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.

General Excise (GE)

License Fee

Last 4 Digits of Your FEIN or SSN

Transient Accommodations (TA)

1st Period End  
Periodic Return  
Period Begin

Hawaii Tax I.D. Number

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

Period End  
Annual Return  
Tax Year Begin  
Tax Year End

Amount of Payment