


**Application for Tax Matters Representative  
Identification Number**  
(Print or Type in Blue or Black Ink)

<b>1 Name</b>	First name	Middle name	Last name
<b>2 SSN/ITIN and Date of Birth</b>	SSN/ITIN	Date of birth (MM/DD/YYYY)	
<b>3 Personal Mailing Address and Phone Number</b>	Street address. Use a P.O. Box number only if the post office does not deliver mail to your street address.		
	City or town, state or province, country, and ZIP or foreign postal code. Do not abbreviate name of country.		
	Personal domestic phone number	Personal international phone number	
<b>4 Email Address</b>	Enter the email address that should be used to contact you.		
<b>Sign Here</b> 	Under penalties of perjury, I declare that I have examined this application and to the best of my knowledge and belief, it is true, correct, and complete. I understand any false or misleading information may result in criminal penalties.		
	Your signature	Date (MM/DD/YYYY)	



TMR12\_F 2017A 01

**FORM TMR-12 (2016)**

**INSTRUCTIONS FOR FORM TMR-12**

It is important to follow these instructions. If your application is incomplete, we will request that you supply the missing information within a specified time. We will be unable to process your application if you do not provide the missing information.

**Who Must File**

Anyone who is not required to register as a verified practitioner, who does not want to disclose their personal social security number (SSN) on Form N-848, and who would like to speak with the Department of Taxation on behalf of another taxpayer must register with the Department and obtain a Tax Matters Representative (TMR) Identification Number (TMRID). The issuance of a TMRID does not in any way replace the need for an executed Form N-848 giving the TMR the authority to speak to the Department on the taxpayer's behalf. Once a TMRID number is issued to a TMR, the TMR may use the TMRID on all Form N-848s.

The following persons are required to register as verified practitioners online at <http://hitax.hawaii.gov> or using Form PPS-12: (1) Attorneys; (2) Accountants; (3) Enrolled Agents; (4) Enrolled Actuaries; (5) Enrolled Retirement Plan Agents; and (6) All other persons who represent taxpayers and receive compensation for their services.

**Line 1**

Enter your legal name.

**Line 2**

Enter your SSN and date of birth. If you are an alien and were issued an individual taxpayer identification number (ITIN) by the IRS, enter your ITIN. Applicants must be at least 18 years of age to apply.

**Line 3**

Enter your complete personal mailing address and phone number(s).

**Line 4**

Enter the email address we should use if we need to contact you about matters regarding this form.

**Sign Here**

**Signature** — The completed Form TMR-12 must be signed and dated by the applicant.

**Where To File**

Complete and send Form TMR-12 to:  
Department of Taxation  
Taxpayer Services Branch  
P.O. Box 259  
Honolulu, HI 96809-0259