

STATE OF HAWAII — DEPARTMENT OF TAXATION  
**INSTRUCTIONS FOR FORM A-6  
TAX CLEARANCE APPLICATION**

(NOTE: References to “married” and “spouse” are also references to “in a civil union” and “civil union partner,” respectively.)

## GENERAL INSTRUCTIONS

- This form is used to obtain a **State Tax Clearance**.
- This form may be used to obtain a **State or Federal Tax Clearance** for the purpose of entering into contracts/submitting bids with and/or seeking final payment of contracts from state or county agencies in Hawaii. Contractors winning the bids are not required to have their subcontractors obtain a tax clearance. If a Federal Tax Clearance is required, Internal Revenue Service (IRS) Form 8821, or IRS Form 2848 is also required.
- The current version of Form A-6 must be used. Type or print clearly with a pen. After approval, the front page of the application will be your tax clearance certificate with a QR code presented in the State Approval Stamp Box. The QR code can be scanned to authenticate the tax clearance.
- Applications (Form A-6) are available at Department of Taxation and Internal Revenue Service (IRS) offices in Hawaii, and may also be requested by calling the Department of Taxation on Oahu at 808-587-4242 or toll free at 1-800-222-3229. This form can be downloaded from the Department of Taxation’s website at [tax.hawaii.gov](http://tax.hawaii.gov).
- Vendors selling goods and services to state, city, or county agencies may register with Hawaii Compliance Express and have their tax clearance status available online for all state, city, or county contracts. Go to <https://vendors.ehawaii.gov> for more information.

## LINE-BY-LINE INSTRUCTIONS

### Line 1 — Applicant Information

**Applicant’s Name.** — Enter your legal name. The name appearing on your application must match the name on file with the State Department of Taxation, IRS, and, if applicable, the State Department of Commerce and Consumer Affairs.

**Address.** — Enter the address to which correspondence regarding this application for tax clearance should be mailed. In most cases, the address should be that which is on file with the Department of Taxation and/or IRS.

**DBA (Doing Business As)/Trade Name.** — If you have a trade or business name which is different from your legal/registered name, enter that name here.

### Line 2 — Tax Identification Numbers

**Hawaii Tax I.D. #.** — Enter your tax identification number. Enter “NONE” if you do not have one.

**Federal Employer I.D. #.** — Enter your 9-digit federal employer identification number (FEIN). Enter “NONE” if you do not have one.

**Social Security #.** — If you are an individual/sole proprietor, enter your social security number (SSN).

### Line 3 — Applicant is a/an

Check the box which best describes your entity type.

If you are a Single Member LLC disregarded as separate from the owner, enter the owner’s FEIN/SSN in the space provided.

If you are a Subsidiary Corporation, enter the parent corporation’s name and FEIN in the space provided.

### Line 4 — The Tax Clearance is Required For

Check the box(es) which correspond to your reason(s) for obtaining the tax clearance. The asterisk (“\*”) indicates the reason for which a state and federal clearance is required.

Check the “Other” box if you are required to obtain a tax clearance for the credit for school repair and maintenance or for the purchase of cigarette tax stamps at the reduced rate.

### Line 5 — Signature

**Signature.** — The application must be signed by an individual/sole proprietor/owner, trustee, executor, corporate officer (president, vice-president, secretary, treasurer, etc.) or general partner or member. An employee of your company or authorized agent may sign the application if he/she possesses a valid power of attorney. Power of attorney forms are available at the Department of Taxation (Form N-848) and IRS (Form 8821 or Form 2848) as indicated on page 1 of the application. Unsigned or unauthorized signatures on applications will be returned.

**Print Name.** — Enter the name of the person signing the application.

**Print Date/Telephone/Fax/Title.** — Enter the date the application is signed, and the telephone/fax number which the Department of Taxation or IRS can call during business hours should any questions arise while processing the application for tax clearance. Also enter the title of the person signing the application.

### Line 6 — City, County, or State Government Contract

Indicate whether you are submitting a bid for a contract, entering into a contract, have an ongoing contract, completing a contract, and/or waiting for final payment on a contract.

If you are requesting a tax clearance for a completion/final payment of contract, please provide the name, agency, and telephone number of the contact person at the State or County Agency in the spaces provided.

### Line 7 — Liquor Licensing

For liquor licensing purposes, indicate whether you are applying for an initial liquor license, renewing your current liquor license, transferring a liquor license, or applying for a one time special event license.

### Line 8 — Contractor Licensing

Indicate whether you are applying for your initial contractor’s license or renewing your current license.

### Line 9 — State Residency

Enter the date you arrived in the State of Hawaii or returned to the State of Hawaii if your reason for applying is residency status.

### Line 10 — Accounting Period

If you file your tax returns on a calendar year basis (1/1 — 12/31), check the first box. If you file your tax returns on a fiscal year basis other than a calendar year, check the second box, and enter the month and day your fiscal year ends. For example, a corporation whose tax year is July 1<sup>st</sup> through June 30<sup>th</sup> would write “06/30” on the line provided.

### Line 11 — Tax Exempt Organization

If you are a tax exempt organization, you must enter the Internal Revenue Code section that applies to your exempt status. For example: IRC §501(c)(3). Also, you must answer the questions in this section.

### Line 12 — Individual

If you are an individual/sole proprietor who is married, enter your spouse’s name and social security number on the lines provided.

### Line 13 — If You Do Not Have a General Excise Tax License and Require a Tax Clearance

If you do not have a general excise tax license and require a tax clearance, you must complete this section. Contact the State Department of Taxation if you have additional questions. Refer to page 2 of Form A-6 for the telephone number or mailing address.

### Filing the Application for Tax Clearance

Applications may be submitted either in person, fax, by mail, or electronically. Mailing addresses and other contact information for the State Department of Taxation and the IRS are provided on page 2 of the application.

A “mailed-in” tax clearance application generally takes **10 - 15 business days** to process.

If all required returns have been filed and all required taxes, penalties, and interest have been paid, a “walked-in” tax clearance to any district tax office will generally be processed the same business day.

Form A-6 also can be filed electronically through our website at [hitax.hawaii.gov](http://hitax.hawaii.gov). An electronically filed tax clearance application generally takes **10 - 15 business days** to process. For more information, go to [tax.hawaii.gov/eservices/](http://tax.hawaii.gov/eservices/).