

**STATE OF HAWAII
DEPARTMENT OF TAXATION**



**General Information
and Key From Image Specifications
for
Form N-30 (Rev. 2015)**

Contact Information

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Address:**

tax.hawaii.gov/vendor/

Note: Reproduced forms must meet the requirements as established in this document and our current Forms Reproduction Policy.

FORM N-30 (Rev. 2015)

General Information and Key From Image Specifications

This document provides software vendors with the requirements for reproducing Form N-30. Form N-30 requires manually keying data from the image or KFI. A 1D barcode must be present on each page of the form.

The form must be an exact replica of the official version of the form with respect to layout, data dots, shading and content.

Substitute KFI forms MUST meet the requirements as established in this document and our current Forms Reproduction Policy, and be approved prior to release or distribution.

GENERAL INFORMATION

1. Substitute Form

- Photocopies of the form must not be submitted to the Department for processing. This will distort the 1D barcode.

2. Paper and Ink

- The paper size is 8.5 inches by 11 inches, the same size as the Department's original form. The paper weight must be at least 20 pound white bond and the page orientation is portrait.
- Black ink should be used in printing the text on the form and the variable data.

3. Variable Data

- All variable data fields must utilize 10 pt Courier font, and all variable text data must be in uppercase letters. Text labels must not touch variable data.

4. Testing and Approval of the KFI Form

- A review of the form will be done based on processing specifications. It is assumed that there are no spelling errors, incorrect or missing words, missing lines, etc.
- 1 test sample is required to be submitted for testing of the barcodes and must be an original. Photocopies, fax submissions, etc. will not be accepted.
- It will require 1 to 2 weeks, upon receipt by the Department, to verify the accuracy of the submitted sample.
- Approval of the facsimile must be obtained from the Department **prior** to filing.
- Form N-30 (Rev. 2015) cannot be filed until 2016.

KEY FROM IMAGE (KFI) SPECIFICATIONS

1. Layout

- The form must be an exact replica of the official Form N-30 with respect to layout, data dots, shading, and content.

2. Hawaii Vendor I.D. Number

- Print your 2-digit Hawaii Vendor I.D. Number preceded with "ID NO" label to the right of the Hawaii Tax ID No. for page 1 and at the top middle of the form for page 2. Exact placement is not required.
- See our software vendor website for the Hawaii Vendor I.D. number Listing. If your company is not listed, please contact the Forms Coordinator.

3. Barcode

- A 1D barcode is specific to the form. The property of the 1D symbology barcode uses 3 of 9 (Code 39).

Placement of the barcode is as follows:

Page 1:

1-1/16 inch from top edge of form and 1/2 inch from left edge of form

Page 2:

11/16 inch from top edge of form and 1/2 inch from left edge of form

- Height of the barcode is .5 inch.
- Length of the barcode is approximately 2 inches.
- Density of narrow bar width is set to 20 mils with resolution set to 300 dpi.
- Narrow to Wide Ratio is set to 2.
- A ¼ inch minimum clearance (blank space) must surround the barcode with the exception of the text required to be printed underneath the barcode.
- DO NOT stretch the barcode image.
- The required barcode is CBT151 for page 1:



CBT151

The required barcode is CBT152 for page 2:



CBT152

The barcode includes the form number code (CB), type of form (T), form year (15), and page number (1) or (2). There are no hyphens.

- Use of the Department of Taxation's JPEG file of the barcode is preferable. The JPEG files can be found at our software vendor website.
- DO NOT use Windows Metafile Format (wmf). This format causes a very low read rate by the Department's IBML scanners.

1-1/16 inches from the top edge of the form

DEPARTMENT OF TAXATION INCOME TAX RETURN CALENDAR YEAR 2015

THIS SPACE FOR DATE RECEIVED STAMP



or other tax year beginning, 2015 and ending, 20

1/2 inch from the left edge of the form

CBT151

AMENDED Return (Attach Sch AMD) NOL Carryback

Federal Employer I.D. No. Business Activity Code No. Date business began in Hawaii Hawaii Business Activity Hawaii Tax I.D. No.

THIS RETURN Placement for Hawaii Vendor ID Number ID NO 12 For a multi-state corporation using separate accounting. For a real estate investment trust (REIT). A combined return of a unitary group of corporations. A consolidated return. A separate return of a member corporation of a unitary group.

FOR LINES 1 - 5 and 7 - 10, ENTER AMOUNTS FROM COMPARABLE LINES ON FEDERAL RETURN.

Table with columns for line numbers, descriptions (e.g., Gross receipts or sales, Cost of goods sold, Interest, etc.), and amounts. Includes sub-sections for Taxable Income and Tax and Tax Payments.

ATTACH CHECK OR MONEY ORDER AND FORM N-201V HERE

I declare, under the penalties set forth in section 231-36, HRS, that this return (including any accompanying schedules or statements) has been examined by me and, to the best of my knowledge and belief, is true, correct, and complete.

Signature of officer, Preparer's signature and date, Preparer's identification no., Firm's name, Address and ZIP Code, Federal E.I. No., Phone no.

11/16 inches from the top edge of the form

Placement for Hawaii Vendor ID Number



Name as shown on return

Federal Employer Identification Number

1/2 inch from the left edge of the form

CBT152

Income From Dividends (Classified for Hawaii Purposes)

Table with 5 columns: 1 Name of declaring corporation, 2 National Bank Associations, 3 Received from an affiliate, 4 Received by a Small Business Investment Co., 5 Columns 2 through 4 and all other dividends. Rows include Total dividends, Subtotal, and Total taxable dividends.

Schedule J Adjustments to Income for Hawaii Purposes and Tax Computation

Main tax computation table with sections: ADDITIONS (lines 1-4), SUBTRACTIONS (lines 5-12), TAX COMPUTATION (lines 13-25). Includes rows for taxable income, adjustments, and final total tax.