

**STATE OF HAWAII
DEPARTMENT OF TAXATION**



**General Information
and Scannable Specifications
for
Form N-3 (Rev. 2015)**

Contact Information

Hawaii Department of Taxation
Technical Section
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**Hawaii Software Vendor Website
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-3 (Rev. 2015)

General Information and Scannable Specifications

This document provides software vendors with the requirements for reproducing Form N-3. Form N-3 is designed for electronic scanning that permits faster processing with fewer errors. Software developers who reproduce, develop, or distribute Form N-3 must create the form so the variable data (specified fields containing taxpayer information) are printed in a fixed format that can be read by the Department's IBML scanners.

Substitute scannable 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

- Substitute scannable forms must be created according to Department specifications and be approved prior to release or distribution.
- All forms and variable data must have a high standard of legibility for printing.
- Photocopies of the scannable form must not be submitted to the Department for processing.

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 12 pt Courier font, and all variable text data must be in uppercase letters. Text labels must not touch variable data.
- All variable data fields require exact placement.
- Use a bold X (**X**) as a checkbox indicator. See exhibit for exact placement. The use of a checkmark is not acceptable.

4. Variable Data Delimiters

- Taxpayer's Federal Employer Identification Number (FEIN) and the taxpayer's calendar or fiscal year ending should be printed with spaces between the dash (-) delimiters. The FEIN field should allow the use of the letter "H" for taxpayers using a Hawaii temporary taxpayer ID number. For example:

12 - 1234567 or H1 - 1234567

(2 digits, followed by a space, followed by a dash (-), followed by a space, followed by 7 digits)

MM - DD - YY

(2 digits for month, followed by a space, followed by a dash (-), followed by a space, followed by 2 digits for the day, followed by a space, followed by a dash

(-), followed by a space, followed by 2 digits for the tax year ending.

5. Dollar Amounts

123456789.00

- Do not use commas as thousand separators.
- Amounts are right justified.
- Dollar and cent signs should not be used.

6. Testing and Approval of the Scannable Form

- The printed 6x10 grid of the form on acetate overlays should be used to verify the exact data field placement. Although the form was revised for 2015, the placement of the variable data has not changed from revision 2009. The text "Check this box if this is a change of address" has been changed to "First time filer". To help minimize costs, please use the acetate overlays from revision 2009. If you do not have the overlays from revision 2009, please contact the Forms Coordinator. Verify your test data filled facsimile samples with the overlays prior to submitting them for testing. If the samples do not match the overlays within 1/16", do not submit them for approval as they will be rejected.
- A minimum of 5 hardcopy test samples must be provided to ensure proper testing including 1 hardcopy test sample that contains all maximized fields (one alpha "X" or numeric "9" character space with no leading or trailing spaces).
- Test samples must be originals. Photocopies, fax submissions, etc. will not be accepted.
- Test samples must be populated with unique sample variable data showing different scenarios.
- Test samples must include only the voucher portion of the form, and must be cut where indicated.
- It will require 1 to 2 weeks, upon receipt by the Department, to verify the accuracy of the submitted samples.
- Approval of the facsimile must be obtained from the Department **prior** to filing.
- Form N-3 (Rev. 2015) cannot be filed until 2016.

SCANNABLE SPECIFICATIONS

1. Layout

- The vouchers were designed on a 6x10 grid. See exhibits. (For instructions and worksheets see Form N-3 (Rev. 2015).)
- Open space around variable data fields should be adhered to as much as possible. Do not place any additional information in these areas.

2. Hawaii Vendor I.D. Number

- Print your 2-digit Hawaii Vendor I.D. Number following the "ID NO" label at the following positions:
Pages 1-4, on row 63 at columns 20 and 21.
- See our Hawaii software vendor website for your Hawaii Vendor I.D. Number. If your company is not listed, please contact the Forms Coordinator.

3. Registration Marks

- Registration marks are required on every voucher. The scanning equipment looks for "Ls", or registration marks, printed on the form. We highly recommend exact placement of the registration marks as specified to ensure a high and accurate read rate by the IBML scanners; however, there is some leeway. Notice that the registration marks on the exhibits vary by approximately 1 point (0.0139 inch).
- The vertical and horizontal edges of the registration marks must be the same length of .5 inch long and .0278 inch thick.
- There are **two** registration marks on each voucher.
 1. The top right registration mark should extend from the beginning of column 76 to the end of column 80 and should rest at the top of row 52 for all four vouchers.



2. The bottom left registration mark should start at the beginning of column 6 and extend through the end of column 10 and rest on the top of row 64 for all four vouchers.



- The tolerance is 1mm (1/4 of a grid).

- No data or other stray marks are allowed to encroach within the white space in a .5 inch square of the registration mark.



4. 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:
Pages 1-4, approximately at the top of row 48 and at the beginning of column 6.
- 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.
- Open space surrounding the barcode should be adhered to as much as possible.
- DO NOT stretch the barcode image.
- The required barcode is CHT151 for voucher 1:



CHT151

The required barcode is CHT152 for voucher 2:



CHT152

The required barcode is CHT153 for voucher 3:



CHT153

The required barcode is CHT154 for voucher 4:



CHT154

- The barcode includes the form number code (CH), type of form (T), form year (15), and page number (1), (2), (3) or (4). 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.

5. Acetate overlays

- Although the form was revised for 2015, the placement of the variable data has not changed from revision 2009. The text "Check this box if this is a change of address" has been changed to "First time filer". To help minimize costs, please use the acetate overlays from revision 2009. If you do not have the overlays from revision 2009, please contact the Forms Coordinator.

PART III. Amended Computation

PART IV. Record of Estimated Tax Payments

(Used if your estimated tax substantially changes after you file your first payment voucher.)		Voucher Number	Date	Amount Paid	2015 overpayment credit applied to installment	Total amount paid and credited from the 1st day of the taxable year through the installment date shown. Add (b) and (c)
			(a)	(b)	(c)	(d)
1.	Amended estimated tax					
2.	Less:					
(a)	Amount of last year's overpayment elected for credit to 2016 estimated tax and applied to date	1				
(b)	Estimated tax payments to date	2				
(c)	Total of lines 2(a) and 2(b)	3				
3.	Unpaid balance (line 1 minus line 2(c))	4				
4.	Amount to be paid (line 3 divided by number of remaining installments). Enter here and on payment voucher					
		Total	➤			

MAILING ADDRESS

Hawaii Department of Taxation
 P.O. Box 1530
 Honolulu, Hawaii 96806-1530
 (830 Punchbowl Street)

IMPORTANT NOTE

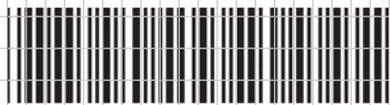
Form N-3 is designed for electronic scanning that permits faster processing with fewer errors. To avoid delays:

1. Print amounts only on those lines that are applicable.
2. Use only a black or dark blue ink pen. Do not use red ink, pencil, felt tip pens, or erasable pens.
3. Because this form is read by a machine, please print your numbers inside the boxes like this:



4. Do NOT print outside the boxes.
5. Do NOT use dollar signs, slashes, dashes or parenthesis in the boxes.
6. **DO NOT SUBMIT A PHOTO COPY OF THIS FORM.** Photocopying of this form could cause delays in processing your payment.

Form (Rev. 2015) Tax Year **2016** STATE OF HAWAII — DEPARTMENT OF TAXATION CORPORATION ESTIMATED INCOME TAX Voucher No. 1



CHT151

THIS VOUCHER IS DUE ON OR BEFORE THE 20th DAY OF THE 4th MONTH OF THE TAXABLE YEAR.
 DO NOT SUBMIT A PHOTOCOPY OF THIS FORM

First time filer

Name				
NAME OF TAXPAYER'S CORPORATION ABC1234567				
Dba or C/O				
DOING BUSINESS AS TAXPAYER'S CORPORATION				
Address				Suite Number
12-3456 ADDRESS STREET LANE BLVDX				A123456
City, town, or post office	State	Postal/ZIP Code	Country	For office use only
CITY TOWN PL HI		12345	USAXXXXX	

Federal Employer Identification Number (FEIN)
 12 - 3456789
 Calendar or Fiscal Year Ending (MM DD YY)
 12 - 12 - 12
 Amount of Payment

MAIL THIS VOUCHER WITH CHECK OR MONEY ORDER PAYABLE TO "HAWAII STATE TAX COLLECTOR." Write your Federal Employer I.D. Number and "2016 Form N-3" on your check or money order.

123456789.00

ID NO 12

MAILING ADDRESS

Hawaii Department of Taxation
P.O. Box 1530
Honolulu, Hawaii 96806-1530
(830 Punchbowl Street)

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3. Because this form is read by a machine, please print your numbers inside the boxes like this:

1 2 3 4 5 6 7 8 . 9 0

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5. Do NOT use dollar signs, slashes, dashes or parenthesis in the boxes.
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Form (Rev. 2015) Tax Year 2016 STATE OF HAWAII - DEPARTMENT OF TAXATION DETACH HERE DO NOT WRITE OR STAPLE IN THIS SPACE

N-3 2016

CORPORATION ESTIMATED INCOME TAX

Voucher No. 2



CHT152

THIS VOUCHER IS DUE ON OR BEFORE THE 20th DAY OF THE 6th MONTH OF THE TAXABLE YEAR.

DO NOT SUBMIT A PHOTOCOPY OF THIS FORM

X First time filer

Name: NAME OF TAXPAYER'S CORPORATION ABC1234567
Dba or C/O: DOING BUSINESS AS TAXPAYER'S CORPORATION
Address: 12-3456 ADDRESS STREET LANE BLVDX
Suite Number: A123456
City, town, or post office: CITY TOWN PL HI State: HI Postal/ZIP Code: 12345 Country: USAXXXXXX

Federal Employer Identification Number (FEIN)

12 - 3456789

Calendar or Fiscal Year Ending (MM DD YY)

12 - 12 - 12

Amount of Payment

123456789.00

MAIL THIS VOUCHER WITH CHECK OR MONEY ORDER PAYABLE TO "HAWAII STATE TAX COLLECTOR." Write your Federal Employer I.D. Number and "2016 Form N-3" on your check or money order.

ID NO 12

MAILING ADDRESS

Hawaii Department of Taxation
P.O. Box 1530
Honolulu, Hawaii 96806-1530
(830 Punchbowl Street)

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2. Use only a black or dark blue ink pen. Do not use red ink, pencil, felt tip pens, or erasable pens.
3. Because this form is read by a machine, please print your numbers inside the boxes like this:

1 2 3 4 5 6 7 8 . 9 0

- 4. Do NOT print outside the boxes.
5. Do NOT use dollar signs, slashes, dashes or parenthesis in the boxes.
6. DO NOT SUBMIT A PHOTO COPY OF THIS FORM. Photocopying of this form could cause delays in processing your payment.

Form (Rev. 2015) Tax Year 2016 STATE OF HAWAII - DEPARTMENT OF TAXATION DETACH HERE DO NOT WRITE OR STAPLE IN THIS SPACE

N-3 2016

CORPORATION ESTIMATED INCOME TAX

Voucher No. 3



CHT153

THIS VOUCHER IS DUE ON OR BEFORE THE 20th DAY OF THE 9th MONTH OF THE TAXABLE YEAR.

DO NOT SUBMIT A PHOTOCOPY OF THIS FORM

First time filer

Name: NAME OF TAXPAYER'S CORPORATION ABC1234567
Db a or C/O: DOING BUSINESS AS TAXPAYER'S CORPORATION
Address: 12-3456 ADDRESS STREET LANE BLVDX
Suite Number: A123456
City, town, or post office: CITY TOWN PL HI
State: HI
Postal/ZIP Code: 12345
Country: USAXXXXX

Federal Employer Identification Number (FEIN)

12 - 3456789

Calendar or Fiscal Year Ending (MM DD YY)

12 - 12 - 12

Amount of Payment

123456789.00

MAIL THIS VOUCHER WITH CHECK OR MONEY ORDER PAYABLE TO "HAWAII STATE TAX COLLECTOR." Write your Federal Employer I.D. Number and "2016 Form N-3" on your check or money order.

ID NO 12

MAILING ADDRESS

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1 2 3 4 5 6 7 8 . 9 0

- 4. Do NOT print outside the boxes.
5. Do NOT use dollar signs, slashes, dashes or parenthesis in the boxes.
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Form (Rev. 2015) Tax Year 2016 STATE OF HAWAII - DEPARTMENT OF TAXATION DETACH HERE DO NOT WRITE OR STAPLE IN THIS SPACE

N-3 2016

CORPORATION ESTIMATED INCOME TAX

Voucher No. 4



CHT154

THIS VOUCHER IS DUE ON OR BEFORE THE 20th DAY OF THE 1st MONTH FOLLOWING THE TAXABLE YEAR.

DO NOT SUBMIT A PHOTOCOPY OF THIS FORM

First time filer

Name: NAME OF TAXPAYER'S CORPORATION ABC1234567
Db a or C/O: DOING BUSINESS AS TAXPAYER'S CORPORATION
Address: 12-3456 ADDRESS STREET LANE BLVDX
Suite Number: A123456
City, town, or post office: CITY TOWN PL HI
State: HI
Postal/ZIP Code: 12345
Country: USAXXXXXX

Federal Employer Identification Number (FEIN)

12 - 3456789

Calendar or Fiscal Year Ending (MM DD YY)

12 - 12 - 12

Amount of Payment

123456789.00

MAIL THIS VOUCHER WITH CHECK OR MONEY ORDER PAYABLE TO "HAWAII STATE TAX COLLECTOR." Write your Federal Employer I.D. Number and "2016 Form N-3" on your check or money order.

ID NO 12

PART III. Amended Computation		PART IV. Record of Estimated Tax Payments				
(Used if your estimated tax substantially changes after you file your first payment voucher.)		Voucher Number	Date	Amount Paid	2015 overpayment credit applied to installment	Total amount paid and credited from the 1st day of the taxable year through the installment date shown. Add (b) and (c)
			(a)	(b)	(c)	(d)
1. Amended estimated tax						
2. Less:						
(a) Amount of last year's overpayment elected for credit to 2016 estimated tax and applied to date		1				
(b) Estimated tax payments to date.....		2				
(c) Total of lines 2(a) and 2(b)		3				
3. Unpaid balance (line 1 minus line 2(c)).....						
		4				
4. Amount to be paid (line 3 divided by number of remaining installments). Enter here and on payment voucher		Total..... ➤				

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3. Because this form is read by a machine, please print your numbers inside the boxes like this:

1	2	3	4	5	6	7	8	.	9	0
---	---	---	---	---	---	---	---	---	---	---

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✂ — — — — — DETACH HERE — — — — — ✂
Form (Rev. 2015) Tax Year

N-3 2016

STATE OF HAWAII — DEPARTMENT OF TAXATION
CORPORATION ESTIMATED INCOME TAX

DO NOT WRITE OR STAPLE IN THIS SPACE



CHT151

Voucher No. 1

THIS VOUCHER IS DUE ON OR BEFORE THE 20th DAY OF THE 4th MONTH OF THE TAXABLE YEAR.

DO NOT SUBMIT A PHOTOCOPY OF THIS FORM

First time filer

Name				
NAME OF TAXPAYER'S CORPORATION ABC1234567				
Db/a or C/O				
DOING BUSINESS AS TAXPAYER'S CORPORATION				
Address				Suite Number
12-3456 ADDRESS STREET LANE BLVDX				A123456
City, town, or post office	State	Postal/ZIP Code	Country	For office use only
CITY TOWN PL	HI	12345	USAXXXXX	

Federal Employer Identification Number (FEIN)

12 - 3456789

Calendar or Fiscal Year Ending (MM DD YY)

12 - 12 - 12

Amount of Payment

123456789.00

ID NO 12

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1 2 3 4 5 6 7 8 . 9 0

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Form (Rev. 2015) Tax Year **2016** STATE OF HAWAII — DEPARTMENT OF TAXATION DETACH HERE DO NOT WRITE OR STAPLE IN THIS SPACE

N-3

STATE OF HAWAII — DEPARTMENT OF TAXATION
CORPORATION ESTIMATED INCOME TAX

DO NOT WRITE OR STAPLE IN THIS SPACE



CHT152

Voucher No. 2

THIS VOUCHER IS DUE ON OR BEFORE THE 20th DAY
OF THE 6th MONTH OF THE TAXABLE YEAR.

DO NOT SUBMIT A PHOTOCOPY OF THIS FORM

First time filer

Name				
NAME OF TAXPAYER'S CORPORATION ABC1234567				
Db a or C/O				
DOING BUSINESS AS TAXPAYER'S CORPORATION				
Address				Suite Number
12-3456 ADDRESS STREET LANE BLVDX				A123456
City, town, or post office	State	Postal/ZIP Code	Country	For office use only
CITY TOWN PL	HI	12345	USAXXXXX	

Federal Employer Identification Number (FEIN)

12 - 3456789

Calendar or Fiscal Year Ending (MM DD YY)

12 - 12 - 12

Amount of Payment

123456789.00

ID NO 12

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3. Because this form is read by a machine, please print your numbers inside the boxes like this:

1 2 3 4 5 6 7 8 . 9 0

4. Do NOT print outside the boxes.
5. Do NOT use dollar signs, slashes, dashes or parenthesis in the boxes.
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Form (Rev. 2015) Tax Year **2016** STATE OF HAWAII — DEPARTMENT OF TAXATION DETACH HERE DO NOT WRITE OR STAPLE IN THIS SPACE

N-3

STATE OF HAWAII — DEPARTMENT OF TAXATION
CORPORATION ESTIMATED INCOME TAX

DO NOT WRITE OR STAPLE IN THIS SPACE



CHT153

Voucher No. 3

THIS VOUCHER IS DUE ON OR BEFORE THE 20th DAY
OF THE 9th MONTH OF THE TAXABLE YEAR.

DO NOT SUBMIT A PHOTOCOPY OF THIS FORM

First time filer

Name				
NAME OF TAXPAYER'S CORPORATION ABC1234567				
Db a or C/O				
DOING BUSINESS AS TAXPAYER'S CORPORATION				
Address				Suite Number
12-3456 ADDRESS STREET LANE BLVDX				A123456
City, town, or post office	State	Postal/ZIP Code	Country	For office use only
CITY TOWN PL	HI	12345	USAXXXXX	

Federal Employer Identification Number (FEIN)

12 - 3456789

Calendar or Fiscal Year Ending (MM DD YY)

12 - 12 - 12

Amount of Payment

123456789.00

ID NO 12

MAIL THIS VOUCHER WITH CHECK OR MONEY ORDER
PAYABLE TO "HAWAII STATE TAX COLLECTOR." Write your
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3. Because this form is read by a machine, please print your numbers inside the boxes like this:

1 2 3 4 5 6 7 8 . 9 0

4. Do NOT print outside the boxes.
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✂ — — — — — DETACH HERE — — — — — ✂
Form (Rev. 2015) Tax Year

N-3 **2016**

STATE OF HAWAII — DEPARTMENT OF TAXATION
CORPORATION ESTIMATED INCOME TAX

DO NOT WRITE OR STAPLE IN THIS SPACE



CHT154

Voucher No. 4

THIS VOUCHER IS DUE ON OR BEFORE THE 20th DAY
OF THE 1st MONTH FOLLOWING THE TAXABLE YEAR.

DO NOT SUBMIT A PHOTOCOPY OF THIS FORM

First time filer

Name				
NAME OF TAXPAYER'S CORPORATION ABC1234567				
Db a or C/O				
DOING BUSINESS AS TAXPAYER'S CORPORATION				
Address				Suite Number
12-3456 ADDRESS STREET LANE BLVDX				A123456
City, town, or post office	State	Postal/ZIP Code	Country	For office use only
CITY TOWN PL	HI	12345	USAXXXXX	

Federal Employer Identification Number (FEIN)

12 - 3456789

Calendar or Fiscal Year Ending (MM DD YY)

12 - 12 - 12

Amount of Payment

123456789.00

ID NO 12

MAIL THIS VOUCHER WITH CHECK OR MONEY ORDER
PAYABLE TO "HAWAII STATE TAX COLLECTOR." Write your
Federal Employer I.D. Number and "2016 Form N-3" on your
check or money order.