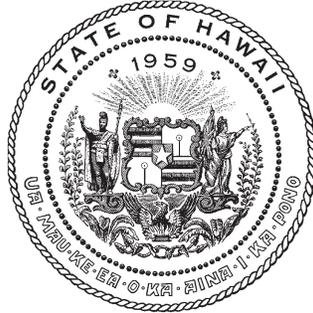


**STATE OF HAWAII
DEPARTMENT OF TAXATION**



**General Information
and Key From Image Specifications
for
Form TA-2 (Rev. 2015)**

Contact Information

Hawaii Department of Taxation
Technical Section
Attn: Sharlene Tagami, Forms Coordinator
830 Punchbowl Street, Rm 126
Honolulu, Hawaii 96813

Telephone: (808) 587-1577
Fax: (808) 587-1584
E-mail: Tax.Technical.Section@hawaii.gov

**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 TA-2 (Rev. 2015)

General Information and Key From Image Specifications

This document provides software vendors with the requirements for reproducing Form TA-2. Form TA-2 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 TA-2 (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 TA-2 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 at top middle of the form for each page. Exact placement is not required. See attached exhibit.
- 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:
1-3/16 inches from top edge of form and 1/2 inch from left edge of form

Page 2:

1-9/16 inches 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 QCT151 for page 1:



QCT151

The required barcode is QCT152 for page 2:



QCT152

The barcode includes the form number code (QC), 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.

1-3/16 inches from top edge of the form

1/2 inch from the left edge of the form



STATE OF HAWAII DEPARTMENT OF TAXATION TRANSIENT ACCOMMODATIONS TAX ANNUAL RETURN & RECONCILIATION

Tax Year Ending

MM/DD/YY

HAWAII TAX I.D. NO. W

LAST 4 DIGITS OF YOUR FEIN OR SSN:

check this box if this is an AMENDED Return

NAME:

• ATTACH CHECK OR MONEY ORDER HERE •

Table with columns: TAXATION DISTRICT, GROSS RENTAL OR GROSS RENTAL PROCEEDS (a), EXEMPTIONS/DEDUCTIONS (EXPLAIN ON REVERSE SIDE) (b), TAXABLE PROCEEDS (c), RATE, TAXES (d). Includes PART I (before July 1, 2009), PART II (after June 30, 2009 and before July 1, 2010), PART III (after June 30, 2010), and PART IV (TIMESHARE OCCUPANCY TAX).

PART V — TOTAL ANNUAL RETURN AND RECONCILIATION

Summary table for Part V with rows 14-25. Includes 'TOTAL TAXES DUE', 'TOTAL AMOUNT', 'FOR LATE FILING ONLY', and 'GRAND TOTAL OF EXEMPTIONS/DEDUCTIONS CLAIMED from back of form'.

DECLARATION: I declare, under the penalties set forth in section 231-36, HRS, that this is a true and correct return, prepared in accordance with the provisions of the Transient Accommodations Tax Law, Chapter 237D, HRS and the rules issued thereunder.

A CORPORATION OR PARTNERSHIP TAX RETURN MUST BE SIGNED BY AN OFFICER, PARTNER OR MEMBER, OR DULY AUTHORIZED AGENT OF SUCH ENTITY.

SIGNATURE

TITLE

DATE

DAYTIME PHONE NUMBER

Name	Hawaii Tax I.D. Number	Tax Year Ending (MM/DD/YY)
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PART VI — TIMESHARE OCCUPANCY TAX
(To be completed by Plan Managers ONLY)



TAXATION DISTRICT	TOTAL FAIR MARKET RENTAL VALUE (a)	RATE (b)	TAXES (c)
For Periods ending BEFORE January 1, 2016			
26	OAHU	.0725	26
27	MAUI, MOLOKAI, LANAI	.0725	27
28	HAWAII	.0725	28
29	KAUAI	.0725	29
For Periods beginning AFTER December 31, 2015 and ending BEFORE January 1, 2017			
30	OAHU	.0825	30
31	MAUI, MOLOKAI, LANAI	.0825	31
32	HAWAII	.0825	32
33	KAUAI	.0825	33
For Periods beginning AFTER December 31, 2016			
34	OAHU	.0925	34
35	MAUI, MOLOKAI, LANAI	.0925	35
36	HAWAII	.0925	36
37	KAUAI	.0925	37
38	Total Timeshare Occupancy Tax. Add column (c) of lines 26 thru 37. Enter here and on Part IV, line 13		38

PART VII — EXEMPTIONS AND/OR DEDUCTIONS

LIST DETAILS CONCERNING "EXEMPTIONS" AND/OR "DEDUCTIONS" CLAIMED.

Amounts claimed as an exemption or deduction must be explained; otherwise, the amounts claimed will be disallowed and proposed assessments prepared against you. If any of these exemptions or deductions are claimed in column (b) on the front page, you must itemize them in the spaces provided below. Refer to the SCHEDULE OF TRANSIENT ACCOMMODATIONS TAX EXCLUSIONS, EXEMPTIONS, AND DEDUCTIONS in Form TA-2 Instructions for further information about exemptions and deductions. (NOTE: If additional space is needed, please attach schedule.)

AMOUNT	OAHU
AMOUNT	MAUI, MOLOKAI, LANAI
AMOUNT	HAWAII
AMOUNT	KAUAI

AMOUNT	GRAND TOTAL EXEMPTIONS and/or DEDUCTIONS (Enter here and on line 25, front page.)
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PART VIII — RECONCILIATION OF GROSS RENTAL OR GROSS RENTAL PROCEEDS

AMOUNT	DESCRIPTION
	1. Gross rental or gross rental proceeds (Total of column (a), lines 1 through 12, from front page) LESS the gross rental proceeds attributable to transient accommodations furnished at no charge and reported on column (a), lines 9 through 12 on the front page. (Note: Does NOT include general excise taxes visibly passed on or transient accommodations taxes visibly passed on.)
	2. Total general excise taxes visibly passed on.
	3. Add lines 1 and 2. This amount is your gross proceeds from furnishing transient accommodations that are reportable on line 13, column c of your General Excise/Use Tax Annual Return & Reconciliation (Form G-49).