

Hawaii Tax Online W-2 Simple File Import Handbook





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SECTION 1: INTRODUCTION

The State of Hawaii Department of Taxation (DOTAX) developed a new method to submit employer’s W-2 called the Simple File Import (SFI). This method was made available through Hawaii Tax Online (HTO) January 2020. There are now three (3) methods to submit W-2’s through HTO.

1. SSA File Format Upload – See Pub EF-10 for details
2. Manual Entry
3. Simple File Import

HTO W-2 upload eliminates the requirement to submit hardcopy documents, reduces administrative cost, and is FREE!!

This handbook gives step by step instructions for SFI only.

SECTION 2: CONTACT INFORMATION

For general information and inquiries relating to submitting W-2’s through SFI, contact us at **808-587-4242**.

For technical information and inquiries, email Electronic Processing Section at tax.efile@hawaii.gov

Our contact hours are Monday through Friday 7:45 a.m. to 4:00 p.m. Hawaii Standard Time.

Our office will be closed on weekends and on all State of Hawaii holidays. Holidays which fall on Saturdays are observed on the preceding Friday; holidays which fall on Sundays are observed on the following Monday.

Holiday	Official Date Designated in Statute/Constitution
New Year's Day	The first day in January
Dr. Martin Luther King, Jr. Day	The third Monday in January
Presidents' Day	The third Monday in February
Prince Jonah Kuhio Kalaniana'ole Day	The twenty-sixth day in March
Good Friday	The Friday preceding Easter Sunday
Memorial Day	The last Monday in May
King Kamehameha I Day	The eleventh day in June



Independence Day	The fourth day in July
Statehood Day	The third Friday in August
Labor Day	The first Monday in September
General Election Day	The first Tuesday in November following the first Monday of even numbered years
Veterans' Day	The eleventh day in November
Thanksgiving	The fourth Thursday in November
Christmas	The twenty-fifth day in December

SECTION 3: GENERAL INFORMATION

1. If you are filing for a 2019 period and prior, an annual withholding HW-3 must be filed with your W-2s.
2. If you are filing for a 2020 period and forward, the annual withholding HW-3 will not be required. Instead, use the submit W-2 forms link which will be available under the periodic HW-14, 4th quarter filing period under the “I want to” section.
 - a. If the withholding account is cancelled any time before the 4th quarter the submit W-2 forms link will be available under the “I want to” section of the last active quarter. The submit W-2 forms link will become available the next business day after the withholding account is cancelled via HTO. Account cancellation(s) requested via paper submission may take up to 9-10 weeks to process.
3. A maximum of 1,000 W-2s may be imported through the SFI.



SECTION 4: SIMPLE FILE IMPORT SPECIFICATIONS

To submit W-2's using SFI on HTO, you are required to import a file created using a spreadsheet program, such as Microsoft Excel. Your file must adhere to the following specifications:

1. File type must be Microsoft Excel (.xlsx).
2. The title of the workbook spreadsheet must be named **"Main"**.
3. File must contain all required information. Each row should represent one payee and each column should represent one piece of required information outlined in Section 5 of this handbook.
4. A separate column must be used for each piece of information, this specification is outlined in Section 5 of this handbook.
5. Do not put W-2 information in the first row. The first row is for column headings.
6. Do not include blank rows within your data set. A blank row is interpreted as the end of your file.
7. If there is no dollar amount to enter, the dollar field must be filled with a zero. All dollar amounts must be positive.
8. All dollar fields must contain a decimal if there are cents.
9. Do not include "\$" or commas in any field.
10. Do not include dashes in Social Security Numbers (SSN).
11. If you are using Microsoft Excel to create your file and have an SSN that begins with a zero, place an apostrophe before the zero.
12. Zip (column N) must be in 12345-1234 format. If you do not have the last 4 digits of the zip code, four zeros may be entered.



SECTION 5: SIMPLE FILE IMPORT LAYOUT

The following layout defines how the simple file should be structured:

Column	Field
A	Social Security Number
B	Corrected (True/False)
C	Corrected Social Security Number
D	Last Name
E	First Name
F	Middle Name
G	Suffix
H	Street
I	Street 2
J	Unit Type
K	Unit
L	City
M	State
N	Zip
O	County
P	Total Wages
Q	Hawaii Income Tax Withheld
R	Payments Not Included in Total Wages
S	Payment Nature

NOTE: (S) Payment Nature - Noncash remuneration, and advances or reimbursements for expenses and the like, must be separately stated on Form HW-2. These amounts should be reported in the “Payments Not Included in Total Wages” column and explained in the “Payment Nature” column. If there are multiple noncash remunerations, they may be combined on one line. Multiple entries may be created on the worksheet if applicable. (See Booklet A, Employer’s Tax Guide for additional information)



SECTION 6: UPLOADING SFI ON HTO

6.1 TAX YEARS 2019 AND PRIOR SFI INSTRUCTIONS

Submit W-2 via HW-3

- 1) Create a .xlsx file for upload
- 2) Logon to the HTO account
- 3) Select **Withholding (HW-3)** account

Accounts View Accounts

Filter

Withholding (HW-14)	Quarterly	WH-210-563-8912-01	EMPLOYERS R US	\$0.00
Withholding (HW-3)		WH-210-563-8912-01R	EMPLOYERS R US	\$0.00

- 4) Select **File Return**
- 5) On the next screen select **Next**

Periods Submissions Correspondence Names and Addresses Logons

Periods View Periods

Dec-31-2019	Annual	\$0.00	Not Filed	File Return
-------------	--------	--------	-----------	--------------------

Next >



- 6) Do you have any Employee W-2s to report? select **Yes**
- 7) Method of Submission, select **Simple File Import**
- 8) Select **Next**

Hawaii W-2 Submission Method

Do you have any Employee W-2s to report? **Yes** ← 6

Please select how you would like to submit your Hawaii W-2s

- For submissions up to 1,000 records, DOTAX recommends using Simple File Import
- For submissions over 1,000 records, DOTAX recommends using EFA/2

Method of Submission: **Simple File Import** ← 7

Simple File Import

You have selected the Simple File Import submission method and are required to import a file created using a spreadsheet program such as Microsoft Excel. Your file type must be Microsoft Excel (.xlsx) and contain all required information.

Simple File Layout
The following layout defines how the simple file should be structured.

Column	Field
A	Social Security Number
B	Corrected (True/False)
C	Corrected Social Security Number
D	Last Name
E	First Name
F	Middle Name
G	Suffix
H	Street
I	Street 2
J	Unit Type
K	Unit
L	City
M	State
N	Zip
O	County
P	Total Wages
Q	Hawaii Income Tax Withheld
R	Payments Not Included in Total Wages
S	Payment Nature

Next > ← 8



- 9) Select **Import Simple File**
- 10) Select **Choose File**, Select the file from where it was saved
- 11) Select **Import**
- 12) Select **Next** if no errors are identified

- 13) If errors are identified in your import file, the following step error will be presented
See Section 7: Errors After File Import
Select **OK**

After correcting the errors Select **Next** (Step 12)



- 14) Review the data populated on the HW-3 and complete the lines pertinent to the filing year.
- ❖ If applicable, enter penalty and interest assessed on periodic returns and include the amounts on the Total Payment of Taxes Withheld line.

If there is **no** additional tax due select **Next**, then **Submit**

If there is additional tax due Select **Next**

If additional corrections are needed select **Previous**, make the necessary corrections, then follow steps to submit the HW-3

HW-3

Employer's Annual Return and Reconciliation of Hawaii Income Tax Withheld from Wages

Number of HW-2 forms, Copy A, or Federal Form W-2, Copy 1	5
Total Wages shown on these forms (include COLA, 3rd party sick leave, and other benefits)	105,000.00
Total Hawaii Income Tax Withheld from Wages shown on these forms	10,550.00
Penalties Assessed on Periodic Returns	0.00
Interest Assessed on Periodic Returns	0.00
Total Amount Due	10,550.00
Total Payments of Taxes Withheld (including any penalty/interest paid with periodic returns; Amended Returns, also include amount paid with original HW-3)	0.00
Amount of Credit to be Refunded	0.00
Amount of Taxes now Due and Payable	10,550.00
Total Amount Due and now Payable	10,550.00

Save Draft Cancel Previous Next Submit



15) If the Total Amount Due and Payable is greater than zero the Return Payment screen will be presented.

Make a Payment:

Select **Yes** to make an ACH Bank Account Payment. Enter the necessary information on the screen presented and select **Submit**

Select **No** to make a Credit Card Payment after submitting the return.

HW-3 Tax Return Welcome, MR EMP Settings Log Off

Home > Withholding (HW-3) > HW-3 Tax Return

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Make sure your financial institution allows ACH debit transactions from:
State of Hawaii, Department of Taxation
ID# 6990303111

1. HW-3 for Dec-31-2019 2. Hawaii W-2 Submission Method 3. Hawaii W-2 Submission 4. HW-3 5. Return Payment

Return Payment

Total Amount now Due and Payable **Make a Payment**

Return: HW-3
Filing Period: Dec-31-2019
Amount Due: \$10,550.00

Include an ACH-enabled Bank Account Payment? Yes No

*Credit Card Payments are available after submission (with a service fee)

Save Draft Cancel Previous **Submit**



Retain Confirmation for your records

16) Credit Card Payment is available on the confirmation screen, if there is tax due and a payment by bank account was not made on the previous screen.

Confirmation

HW-3 Tax Return Submitted

Your submission is complete. You may save this page for your records.
If you have not filed all of your periodic returns for this period, your submission will remain in the "Filed, Pending" status until the due date.

Name:	EMPLOYERS R US
ID:	WH-210-563-8912-01R
Filing Period:	Dec-31-2019
Submission Type:	HW-3 Tax Return
Submitted:	2/28/2021 7:50:53 AM
Confirmation Number:	1-750-630-400
Total Amount Due:	\$10,550.00
Bank Name:	FIRST HAWAIIAN BANK
Routing Number:	121301015
Account Number:	22
Payment Amount:	\$10,550.00
Payment Date:	Feb-28-2021

E-mail Notification(s)

An e-mail has been sent confirming your submission. An e-mail will be sent once your submission has been processed.

Want to View, Edit, or Cancel your submission?

You can access your submission at any time. To do so, click the "Submissions" tab on the main page and find the submission you would like to view.

Your submission will process by end of day. Until then, you can modify or remove the submission when viewing it.

Contact Us - Hawaii Department of Taxation

Hours of Operation:	7:45am - 4:15pm
Phone:	(808) 587-4242
Toll Free:	1-800-222-3229
E-mail:	tax.efile@hawaii.gov

The screenshot shows a confirmation screen with a highlighted 'Credit Card Payment' option. A black arrow labeled '16' points to this option. To the right, there is a 'Survey' section with a 'Take a Survey' button. Below the 'Credit Card Payment' section, there are three buttons: 'Make Credit Card Payment', 'Printable View', and 'Back to Previous Screen'. The 'Amount Due' is listed as \$10,550.00.



6.2 TAX YEARS 2020 AND FORWARD SFI INSTRUCTIONS

Submit W-2

- 1) Create a .xlsx file for upload
- 2) Logon to the HTO account
- 3) Select **Withholding (HW-14)** account

Accounts	View Accounts
Filter	
Withholding (HW-14)	WH-210-563-8912-01 EMPLOYERS R US \$0.00
Withholding (HW-3)	Annual WH-210-563-8912-01R EMPLOYERS R US \$0.00

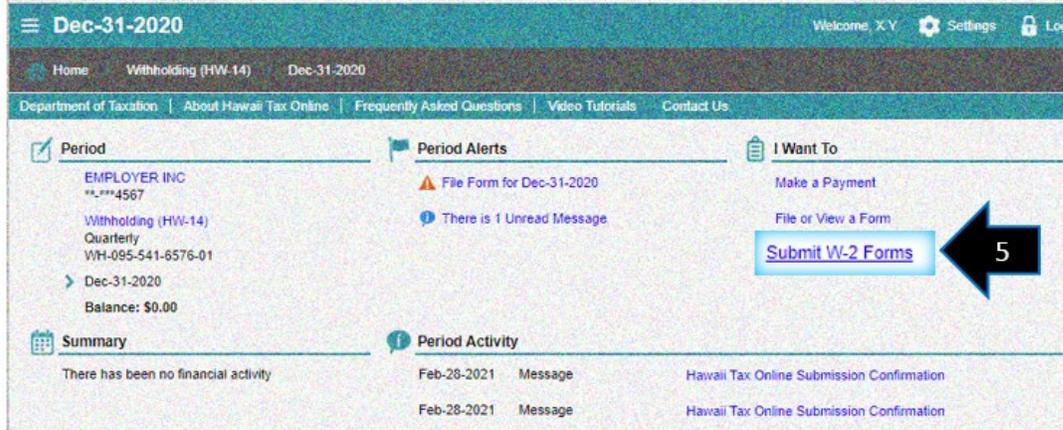
- 4) Select the **Last quarter for the filing year**

Periods	Submissions	Correspondence	Names and Addresses	Logons	View Periods
Mar-31-2021	Quarterly	\$0.00		File Return	
Dec-31-2020	Quarterly	\$0.00	Not Filed	File Return	
Sep-30-2020	Quarterly	\$0.00	Not Filed	File Return	
Jun-30-2020	Quarterly	\$0.00	Not Filed	File Return	
Mar-31-2020	Quarterly	\$0.00	Not Filed	File Return	



Submit W-2

- 5) I Want To, select **Submit W-2 Forms**
- 6) On the following screen select **Next**





- 7) Method of Submission, select **Simple File Import**
- 8) Are you correcting a previously manual W-2 submission?, select **No**
- 9) Select **Next**

Withholding Annual W-2 Submission Welcome, X Y Settings Log Off

Home | Withholding (HW-14) | Dec-31-2020 | Withholding Annual W-2 Submission

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1. W-2 Annual Submission for Dec-31-2020 **2. Hawaii W-2 Submission Method**

Hawaii W-2 Submission Method

Method Selection

Please select how you would like to submit your Hawaii W-2s.

- For submissions up to 1,000 records, DOTAX recommends using Simple File Import
- For submissions over 1,000 records, DOTAX recommends using EFW2

Method of Submission

Simple File Import EFW2

Are you correcting a previously manual W-2 submission?

No Yes

Simple File Import

You have selected the Simple File Import submission method and are required to import a file created using a spreadsheet program such as Microsoft Excel. Your file type must be Microsoft Excel (.xlsx) and contain all required information.

Creating a Simple File

Your payroll computer software may be able to create an Excel file that includes the required information needed to use this method. If not, you must create a file on your own.

On your spreadsheet, each row should represent one payee and each column should represent one piece of required information.

Simple File Specifications

Your file must adhere to the following specifications:

- The title of the workbook spreadsheet must be named "Main"
- A separate column must be used for each piece of information
- Do not put W2 information in the first row. The first row is for column headings
- Do not include blank rows within your data set. A blank row is interpreted as the end of your file
- If there is no dollar amount to enter, the dollar field must be filled with a zero. All dollar amounts must be positive
- All dollar fields must contain a decimal if there are cents
- Do not include "S" or commas in any field
- Do not include dashes in Social Security numbers
- If you are using Microsoft Excel to create your file and have a SSN that begins with a zero, place an apostrophe before the zero

Simple File Layout

The following layout defines how the simple file should be structured:

Column	Field
A	Social Security Number
B	Corrected (True/False)
C	Corrected Social Security Number
D	Last Name
E	First Name
F	Middle Name
G	Suffix
H	Street
I	Street 2
J	Unit Type
K	Unit
L	City
M	State
N	Zip
O	County
P	Total Wages
Q	Hawaii Income Tax Withheld
R	Payments Not Included in Total Wages
S	Payment Nature

Save Draft | Cancel Previous **Next** >



- 10) Select **Import Simple File**
- 11) Select **Choose File**, Select the file from where it was saved
- 12) Select **Import**
- 13) Select **Next** if no errors are identified

- 14) If errors are identified in your import file, the following step error will be presented
See Section 7: Errors After File Import
Select OK

After correcting the errors Select **Next** (Step 13)



- 15) Review the data populated on the submission.
If the data is correct select **Submit**.
If additional corrections are needed select **Previous** to make corrections, then follow steps to submit.

Withholding Annual W-2 Submission	
Welcome, X Y Settings Log Off	
Home > Withholding (HW-14) > Dec-31-2020 > Withholding Annual W-2 Submission	
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1. W-2 Annual Submission for Dec-31-2020 > 2. Hawaii W-2 Submission Method > 3. Hawaii W-2 Submission > 4. Hawaii W-2 Submission Summary	
Hawaii W-2 Submission Summary	
Summary	
Number of HW-2 forms, Copy A, or Federal Form W-2, Copy 1	5
Total Wages shown on these forms (include COLA, 3rd party sick leave, and other benefits)	105,000.00
Total Hawaii Income Tax Withheld from Wages shown on these forms	10,550.00
Save Draft Cancel < Previous Submit	

- 16) Enter your **HTO Password**
- 17) Select **OK**

Withholding Annual W-2 Submission	
Welcome, X Y Settings Log Off	
Home > Withholding (HW-14) > Dec-31-2020 > Withholding Annual W-2 Submission	
Department of Taxation About Hawaii Tax Online Frequently Asked Questions Video Tutorials Contact Us	
1. W-2 Annual Submission for Dec-31-2020 > 2. Hawaii W-2 Submission Method > 3. Hawaii W-2 Submission > 4. Hawaii W-2 Submission Summary	
Hawaii W-2 Submission Summary	
Summary	
Number of HW-2 forms	5
Total Wages shown on	105,000.00
Total Hawaii Income Tax	10,550.00
Save Draft Cancel	

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 withholding provisions of the Hawaii Income Tax Law and the rules issued thereunder.

Password Required

OK Cancel



Retain Confirmation for your records

☰ Confirmation
Welcome, X Y Settings

Home > Withholding (HW-14) > Dec-31-2020 > Withholding Annual W-2 Submission > Confirmation

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Confirmation

Withholding Annual W-2 Submission Submitted

Your submission is complete. You may save this page for your records.

Name:	EMPLOYER INC
ID:	WH-095-541-6576-01
Filing Period:	Dec-31-2020
Submission Type:	Withholding Annual W-2 Submission
Submitted:	2/28/2021 9:09:09 AM
Confirmation Number:	1-528-954-880

E-mail Notification(s)

An e-mail has been sent confirming your submission. An e-mail will be sent once your submission has been processed.

Want to View, Edit, or Cancel your submission?

You can access your submission at any time. To do so, click the "Submissions" tab on the main page and find the submission you would like to view.

Your submission will process by end of day. Until then, you can modify or remove the submission when viewing it.

Contact Us - Hawaii Department of Taxation

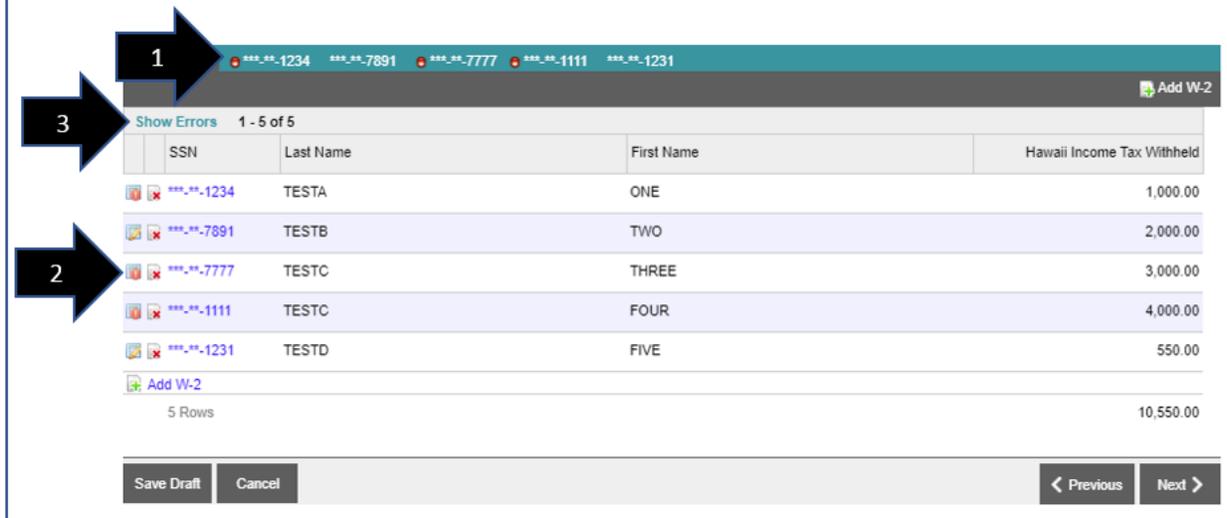
Hours of Operation:	7:45am - 4:15pm
Phone:	(808) 587-4242
Toll Free:	1-800-222-3229
E-mail:	tax.efile@hawaii.gov



SECTION 7: ERRORS AFTER FILE IMPORT

W-2s needing additional attention are indicated in various different ways.

- 1) Tabs with a red dot and white circle 
- 2) Rows with a red dot and exclamation point 
- 3) When a W-2 file contains many rows, the error tabs in #1 will not be displayed. Select **Show Errors** to display the errors by row, see step 2



The screenshot shows a software interface for importing W-2 files. At the top, there is a teal header bar with several error tabs, each containing a red dot and a white circle. An arrow labeled '1' points to these tabs. Below the header is a grey bar with a 'Show Errors' button and '1 - 5 of 5' rows. An arrow labeled '3' points to this bar. Below that is a table with columns for SSN, Last Name, First Name, and Hawaii Income Tax Withheld. Each row has a red dot and exclamation point icon in the SSN column. An arrow labeled '2' points to these icons. The table contains five rows of test data. At the bottom of the table is an 'Add W-2' button and a summary row showing '5 Rows' and a total of '10,550.00'. At the very bottom are 'Save Draft', 'Cancel', 'Previous', and 'Next' buttons.

SSN	Last Name	First Name	Hawaii Income Tax Withheld
***-**-1234	TESTA	ONE	1,000.00
***-**-7891	TESTB	TWO	2,000.00
***-**-7777	TESTC	THREE	3,000.00
***-**-1111	TESTC	FOUR	4,000.00
***-**-1231	TESTD	FIVE	550.00
5 Rows			10,550.00



4) After selecting an errored W-2 the detail screen will be presented. Make the necessary corrections and select another errored W-2 until all W-2's are corrected. Do not select next until all W-2's are corrected.

Hawaii W-2 Submission

Simple File Import

Click the Import Simple File button to upload records. The data within your file will be uploaded to the table below. For security purposes, only the last four digits of the SSN will be displayed.

IMPORTANT:

- Importing a second file will overwrite all existing records
- Records in error will require additional validation
- A maximum of 1,000 records may be imported. Use the EPW2 submission method to submit more than 1,000 records

To manually add a W-2 after the file is imported, click **Add W-2**

Import Simple File

W-2 Detail ***-**-1234 ***-**-7891 ***-**-7777 ***-**-1111 ***-**-1231
Testa, One ***-**-1234 Remove W-2 Add W-2

SSN
***-**-1234

Last Name
TESTA

First Name
ONE

Middle Name
A

Suffix
JR

Country
USA

Street
90 N KING STREET

Street 2

Unit Type
Unit #
City
HONOLULU

State
HAWAII

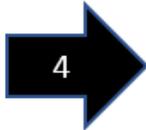
Zip
98744

County

Validate Address

Total Wages (Before Payroll Deductions) 10,000.00
Hawaii Income Tax Withheld 1,000.00
Payments Not Included in Total Wages 100.00
Nature of Payment Lamp

Incomplete
Format: 99999-99???



Remove W-2 Add W-2

Save Draft Cancel Previous Next



SECTION 8: HELPFUL TIPS TO PREVENT ERRORS

To prevent records from going into error, here are a couple of tips when creating your simple upload spreadsheet file:

1. If you loaded a file and did not submit it, do not load another file. The new file will override the existing information.
2. A full zip code is required (e.g. 12345-1234). If you do not have the last 4 digits of the zip code, four zeros may be entered.
3. If the value in Total Wages (column P) equals zero, then Payments Not Included in Total Wages (column R) and Nature of Payment (column S) must be present.
4. Do not include blank rows within your data set. A blank row is interpreted as the end of your file.
5. If there is no dollar amount to enter, the dollar field must be filled with a zero. All dollar amounts must be positive.
6. All dollar fields must contain a decimal if there are cents.
7. Do not include "\$" or commas in any field.
8. Do not include dashes in Social Security Numbers.

Sample worksheet

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Social Security Number	Corrected	Corrected Social Security Number	Last Name	First Name	Middle Name	Suffix	Street	Street 2	Unit Type	Unit	City	State	Zip	County	Total Wages	Hawaii Income Tax Withheld	Payments Not Included in Total Wages	Payment Nature
1	576121234			Testa	One	A	Jr	90 N King Street				Honolulu	HI	96711-0000		10000	1000		
2	575187891			Testb	Two	B		91 North King St		Room		2 Honolulu	hi	96817-5111					100 XXX

Columns A thru G

	A	B	C	D	E	F	G
1	Social Security Number	Corrected	Corrected Social Security Number	Last Name	First Name	Middle Name	Suffix
2	576121234			Testa	One	A	Jr
3	575187891			Testb	Two	B	

Columns H thru O

	H	I	J	K	L	M	N	O
1	Street	Street 2	Unit Type	Unit	City	State	Zip	County
2	90 N King Street				Honolulu	HI	96817-5111	
3	91 North King St		Room		2 Honolulu	hi	96817-0000	

Columns P thru S

	P	Q	R	S
1	Total Wages	Hawaii Income Tax Withheld	Payments Not Included in Total Wages	Payment Nature
2	10000	1000		
3				100 XXX

Worksheet tab name must be Main

Main
