

Publication EF-14
(06/2020)

Hawaii Tax Online Simple File Import Handbook
for
General Excise,
Transient Accommodations,
and Withholding
Periodic Tax Returns

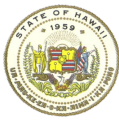


Release Date 06/30/2020 (V1.0)



TABLE OF CONTENTS

Section 1: Introduction	2
Section 2: Contact Information.....	2
Section 3: Registration	3
1) New	3
2) Amended.....	3
Section 4: Simple File Import Specifications.....	3
1) General Specifications.....	3
2) Worksheet Specifications.....	3
3) General Excise Tax	3
4) Transient Accommodations Tax.....	4
5) Withholding Tax	4
Section 5: Worksheet Specifications.....	5
1) General Excise Tax	5
2) Transient Accommodations Tax.....	6
3) Withholding Tax	8
Section 6: Importing Your File.....	9
Section 7: Identifying and Correcting Errors.....	12
Section 8: Self-Testing.....	13
Section 9: Payment Options.....	14
1) HTO	14
2) ACH Credit Method.....	14



SECTION 1: INTRODUCTION

Beginning July 2020, Simple File Import (SFI) will be a Department of Taxation (DOTAX) accepted method to submit periodic tax returns for General Excise Tax (G-45), Transient Accommodations Tax (TA-1) and Withholding Tax (HW-14) beginning with the 2020 tax year. The returns, uploaded via Hawaii Tax Online (HTO) in an Excel file format, will allow submitting a maximum of 100 returns at one time. Payment is supported through HTO and Automated Clearing House (ACH) credit.

HTO SFI eliminates the requirement to submit hardcopy documents, reduces administrative cost, and is FREE!!

This handbook provides step by step instructions for SFI only. For Withholding Bulk File instructions (supports imports of more than 100 returns), please see [Publication EF-9](#).

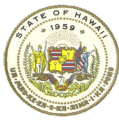
SECTION 2: CONTACT INFORMATION

For general information and inquiries relating to SFI, contact us at **808-587-4242** or **taxpayer.services@hawaii.gov**.

For technical information or to register, email the 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 (HST). Our office is closed on weekends and on all State of Hawaii holidays. Holidays that fall on Saturdays are observed on the preceding Friday; holidays that 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: REGISTRATION

1) NEW

- a) Complete and submit Form EF-20, Hawaii Simple File Import (SFI) Reporting Agent Registration, form to tax.efile@hawaii.gov or:

Hawaii Department of Taxation
Electronic Processing Section
P.O. Box 259
Honolulu, HI 96809-0259

- b) The Electronic Processing Section will contact you once your registration has been completed.

2) AMENDED

- a) If you have changes or updates to your Form EF-20, please submit an amended registration Form EF-20.

SECTION 4: SIMPLE FILE IMPORT SPECIFICATIONS

To complete the SFI process successfully, you must adhere to the following specifications for all tax types:

1) GENERAL SPECIFICATIONS

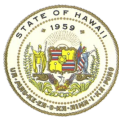
- a) Submitter is required to have an HTO logon.
- b) A maximum of 100 returns may be imported per worksheet.
- c) Multiple file imports per day are accepted.

2) WORKSHEET SPECIFICATIONS

- a) Do not include blank rows within your data set. A blank row is interpreted as the end of your file. Return data entered after the blank row will not be imported.
- b) The first row is reserved for column headings. Return data entered in Row 1 will result in a failure to import.
- c) Each row represents one return.
- d) A separate column must be used for each piece of information.
- e) File type must be Microsoft Excel (.xlsx). The title of the workbook's worksheet must be named "MAIN."
- f) Non-currency fields should be formatted as a text.
- g) Do not include dashes in Hawaii Tax ID Number and Federal Identification Number (FEIN).
- h) If an amount field is imported as blank, the system will process it as zero.
- i) Amounts containing cents must contain a decimal.
- j) All amounts must be positive.

3) GENERAL EXCISE TAX

- i. Activities supported by the GE SFI are:
 - i. Retailing



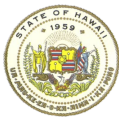
- ii. Services Including Professional
 - iii. Transient Accommodations Rentals
 - iv. Other Rentals
- ii. The following information will be presented as questions therefore, they do not have assigned columns on the worksheet. All returns in the file must be for the same:
- i. Filing Period Month: January through December
 - ii. Filing Period Year: Year cannot be less than 2020 or greater than the current year
 - iii. Return Type: Original or Amended
 - iv. District: Oahu, Maui, Hawaii, or Kauai
(Multi district returns are not supported as SFI and can be filed individually on HTO.)
- iii. Hawaii Tax ID and LAST 4 of FEIN or SSN must be present.
- iv. Lines 24 (amount from Part II Line 17) and 27 (County Surcharge Tax) are not supported on the worksheet is automatically calculated and presented in HTO to assist with error correction.
- v. Field names that contain AMD (amended) will be displayed only when the file is marked as Amended. If amended fields are displayed for an original return it will be in error.
- i. Column AC, VI-Total Amount will be used for amended returns only. If file is marked as original and the column AI-Total Amount field is greater than -0- it will be automatically changed to -0-.
- ii. Schedule GE Activity field (columns AK, AN, AQ or AT) enter activity as 8, 9, 13 or 14 the information related to the Part of the return the activity is from is not required for SFI.

4) TRANSIENT ACCOMMODATIONS TAX

- a) The following information will be presented as questions therefore, they do not have assigned columns on the worksheet. All returns in the file must be for the same:
- i. Filing Period Month: January through December
 - ii. Filing Period Year: Year cannot be less than 2020 or greater than the current year
 - iii. Return Type: Original or Amended
- b) Hawaii Tax ID and LAST 4 of FEIN or SSN must be present.
- c) Field names that contain AMD (amended) will be displayed only when the file is marked as Amended. If amended fields are displayed for an original return it will be in error.

5) WITHHOLDING TAX

- a) The following information will be presented as questions therefore, they do not have assigned columns on the worksheet. All returns in the file must be for the same:
- i. Quarter Ending Month: March, June, September, or December
 - ii. Quarter Ending Year: Year cannot be less than 2020 or greater than the current year.
 - iii. Return Type: Original or Amended
- b) Hawaii Tax ID and Full FEIN must be present.



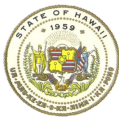
SECTION 5: WORKSHEET SPECIFICATIONS

The following tables defines the column headings for each tax type supported by SFI.

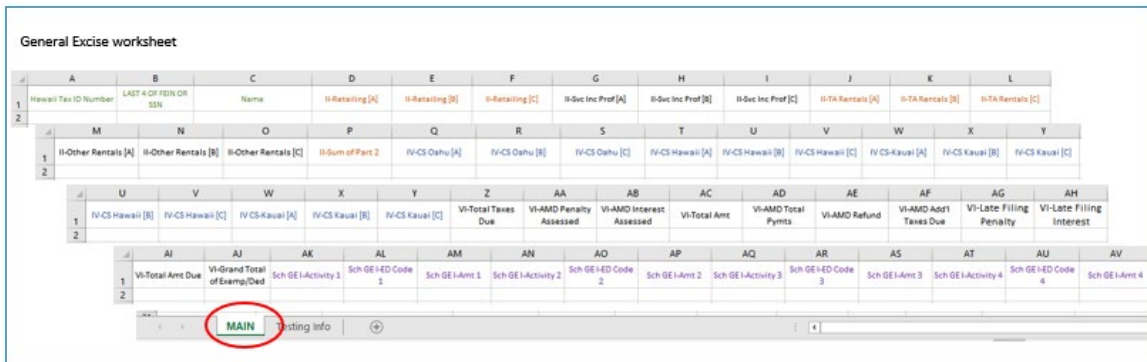
1) GENERAL EXCISE TAX

NOTE: If Columns D through AV are not imported with an amount, it will be processed as zero.

Return Line or Section	Column	Field	Field Specifications
Header	A	Hawaii Tax ID Number	GE#####
Header	B	Last 4 of FEIN or SSN	####
Header	C	Name	Limit to 75 characters
8	D	II-Retailing [A]	###,###,###,###.##
8	E	II-Retailing [B]	###,###,###,###.##
8	F	II-Retailing [C]	###,###,###,###.##
9	G	II-Svc Inc Prof [A]	###,###,###,###.##
9	H	II-Svc Inc Prof [B]	###,###,###,###.##
9	I	II-Svc Inc Prof [C]	###,###,###,###.##
13	J	II-TA Rentals [A]	###,###,###,###.##
13	K	II-TA Rentals [B]	###,###,###,###.##
13	L	II-TA Rentals [C]	###,###,###,###.##
14	M	II-Other Rentals [A]	###,###,###,###.##
14	N	II-Other Rentals [B]	###,###,###,###.##
14	O	II-Other Rentals [C]	###,###,###,###.##
17	P	II-Sum of Part 2	###,###,###,###.##
19	Q	IV-CS Oahu [A]	###,###,###,###.##
19	R	IV-CS Oahu [B]	###,###,###,###.##
19	S	IV-CS Oahu [C]	###,###,###,###.##
21	T	IV-CS Hawaii [A]	###,###,###,###.##
21	U	IV-CS Hawaii [B]	###,###,###,###.##
21	V	IV-CS Hawaii [C]	###,###,###,###.##
22	W	IV CS-Kauai [A]	###,###,###,###.##
22	X	IV-CS Kauai [B]	###,###,###,###.##
22	Y	IV-CS Kauai [C]	###,###,###,###.##
28	Z	VI-Total Taxes Due	###,###,###,###.##
29	AA	VI-AMD Penalty Assessed	###,###,###,###.##
29	AB	VI-AMD Interest Assessed	###,###,###,###.##
30	AC	VI-Total Amt	###,###,###,###.## Note: This field will be used for Amended returns only.
31	AD	VI-AMD Total Pymts	###,###,###,###.##



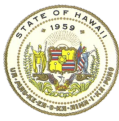
Return Line or Section	Column	Field	Field Specifications
32	AE	VI-AMD Refund	###,###,###,###.##
33	AF	VI-AMD Add'l Taxes Due	###,###,###,###.##
34	AG	VI-Late Filing Penalty	###,###,###,###.##
34	AH	VI-Late Filing Interest	###,###,###,###.##
35	AI	VI-Total Amt Due	###,###,###,###.##
37	AJ	VI-Grand Total of Exemp/Ded	###,###,###,###.##
Part I	AK	Sch GE I-Activity 1	##
Part I	AL	Sch GE I-ED Code 1	###
Part I	AM	Sch GE I-Amt 1	###,###,###,###.##
Part I	AN	Sch GE I-Activity 2	##
Part I	AO	Sch GE I-ED Code 2	###
Part I	AP	Sch GE I-Amt 2	###,###,###,###.##
Part I	AQ	Sch GE I-Activity 3	##
Part I	AR	Sch GE I-ED Code 3	###
Part I	AS	Sch GE I-Amt 3	###,###,###,###.##
Part I	AT	Sch GE I-Activity 4	##
Part I	AU	Sch GE I-ED Code 4	###
Part I	AV	Sch GE I-Amt 4	###,###,###,###.##



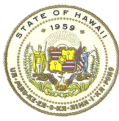
2) TRANSIENT ACCOMMODATIONS TAX

NOTE: If Columns D through AQ are not imported with an amount, it will be processed as zero.

Return Line or Section	Column	Field	Field Specifications
Header	A	Hawaii Tax ID Number	TA#####
Header	B	Last 4 of FEIN or SSN	####
Header	C	Name	Limit to 75 characters



Return Line or Section	Column	Field	Field Specifications
1	D	I-TA Oahu Gross [A]	###,###,###,###.##
1	E	I-TA Oahu Ex/Ded [B]	###,###,###,###.##
1	F	I-TA Oahu Taxable [C]	###,###,###,###.##
2	G	I-TA Maui Gross [A]	###,###,###,###.##
2	H	I-TA Maui Ex/Ded [B]	###,###,###,###.##
2	I	I-TA Maui Taxable [C]	###,###,###,###.##
3	J	I-TA Hawaii Gross [A]	###,###,###,###.##
3	K	I-TA Hawaii Ex/Ded [B]	###,###,###,###.##
3	L	I-TA Hawaii Taxable [C]	###,###,###,###.##
4	M	I-TA Kauai Gross [A]	###,###,###,###.##
4	N	I-TA Kauai Ex/Ded [B]	###,###,###,###.##
4	O	I-TA Kauai Taxable [C]	###,###,###,###.##
5	P	II-TSO Oahu	###,###,###,###.##
6	Q	II-TSO Maui, Mol, Lan	###,###,###,###.##
7	R	II-TSO Hawaii	###,###,###,###.##
8	S	II-TSO Kauai	###,###,###,###.##
9	T	III-Total Taxable	###,###,###,###.##
11	U	III-Total Taxes Due	###,###,###,###.##
12	V	IV-AMD Penalty Assessed	###,###,###,###.##
12	W	IV- AMD Interest Assessed	###,###,###,###.##
13	X	IV-AMD Total Amt	###,###,###,###.##
14	Y	IV-AMD Pymts	###,###,###,###.##
15	Z	IV-AMD Refund	###,###,###,###.##
16	AA	IV-AMD Add'l Tax Due	###,###,###,###.##
17	AB	V-Late File Penalty	###,###,###,###.##
17	AC	V-Late File Interest	###,###,###,###.##
18	AD	V-Total Amt Due	###,###,###,###.##
Part VI	AE	VI-E/D District 1	#
Part VI	AF	VI-E/D Code 1	###
Part VI	AG	VI-E/D Amt 1	###,###,###,###.##
Part VI	AH	VI-E/D District 2	#
Part VI	AI	VI-E/D Code 2	###
Part VI	AJ	VI-E/D Amt 2	###,###,###,###.##
Part VI	AK	VI-E/D District 3	#
Part VI	AL	VI-E/D Code 3	###
Part VI	AM	VI-E/D Amt 3	###,###,###,###.##
Part VI	AN	VI-E/D District 4	#
Part VI	AO	VI-E/D Code 4	###



Return Line or Section	Column	Field	Field Specifications
Part VI	AP	VI-E/D Amt 4	###,###,###,###.##
Part VI	AQ	VI-Total Exemp/Ded	###,###,###,###.##

Transient Accommodations worksheet

	A	B	C	D	E	F	G	H	I	J	K	L	
1	Hawaii Tax ID Number	Last 4 of FEIN or SSN	Name	I-TA Oahu Gross [A]	I-TA Oahu Ex/Ded [B]	I-TA Oahu Taxable [C]	I-TA Maui Gross [A]	I-TA Maui Ex/Ded [B]	I-TA Maui Taxable [C]	I-TA Hawaii Gross [A]	I-TA Hawaii Ex/Ded [B]	I-TA Hawaii Taxable [C]	
2													
	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	I-TA Hawaii Taxable [C]	I-TA Kauai Gross [A]	I-TA Kauai Ex/Ded [B]	I-TA Kauai Taxable [C]	II-TSO Oahu	II-TSO Maui, Mol, Lan	II-TSO Hawaii	II-TSO Kauai	II-Total Taxable	II-Total Taxes Due	IV-AMD Penalty Assessed	IV-AMD Interest Assessed	IV-AMD Total Amt
2													
	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	
1	IV-AMD Pymts	IV-AMD Refund	IV-AMD Add'l Tax Due	V-Late File Penalty	V-Late File Interest	V-Total Amt Due	VI-E/D District 1	VI-E/D Code 1	VI-E/D Amt 1	VI-E/D District 2	VI-E/D Code 2	VI-E/D Amt 2	
2													
	AK	AL	AM	AN	AO	AP	AQ						
1	VI-E/D District 3	VI-E/D Code 3	VI-E/D Amt 3	VI-E/D District 4	VI-E/D Code 4	VI-E/D Amt 4	VI-Total Exemp/Ded						
2													

MAIN

3) WITHHOLDING TAX

NOTE: If Columns E through L are not imported with an amount, it will be processed as zero.

Return Line or Section	Column	Field	Field Specifications
Header	A	Hawaii Tax ID Number	WH#####
Header	B	FEIN	#####
Header	C	Taxpayer Name	Limit to 75 characters
n/a	D	FINAL Return Date	MM – YY – YYYY
1	E	Wages	##,###,###,###.##
2	F	Hawaii Withheld	##,###,###,###.##
3	G	Payment Made	##,###,###,###.##
4	H	Refund	##,###,###,###.##
5	I	Taxes Due	##,###,###,###.##
6	J	Late Filing Penalty	##,###,###,###.##
6	K	Late Filing Interest	##,###,###,###.##
7	L	Total Due	##,###,###,###.##

Withholding worksheet

	A	B	C	D	E	F	G	H	I	J	K	L
1	Hawaii Tax ID Number	FEIN	Taxpayer Name	FINAL Return Date	Wages	Hawaii Withheld	Payments Made	Refund	Taxes Due	Late Filing Penalty	Late Filing Interest	Total Due
2												

MAIN



SECTION 6: IMPORTING YOUR FILE

Below is a step by step instruction on how to import a workbook. If a workbook is imported and not submitted and another workbook is imported, the first import will be overwritten.

Various worksheet tabs are allowed in a workbook, however, the worksheet with the return data must be named MAIN.

	A	B	C	D	E	F
1	Hawaii Tax ID Number	FEIN	Taxpayer Name	FINAL Return Date	Wages	Hawaii Withheld
2						

Worksheet tabs: MAIN (circled), ID Info, Payment Info, Cal Info

Import return worksheet for HW-14 or G-45 or TA-1

- 1) Create a .xlsx file for upload
- 2) Log on to your Hawaii Tax Online
- 3) From the Home page I Want To, select **Import (HW-14 or G-45 or TA-1)**
- 4) From the Introduction page select **Next**



Enter header information

5) Select or Enter the return filing information

- a) All returns on the worksheet must be for the same period and return type.
- b) The year cannot be less than 2020 or greater than the current year.
- c) Multiple District GE returns are not supported



6) Select Next

Import File

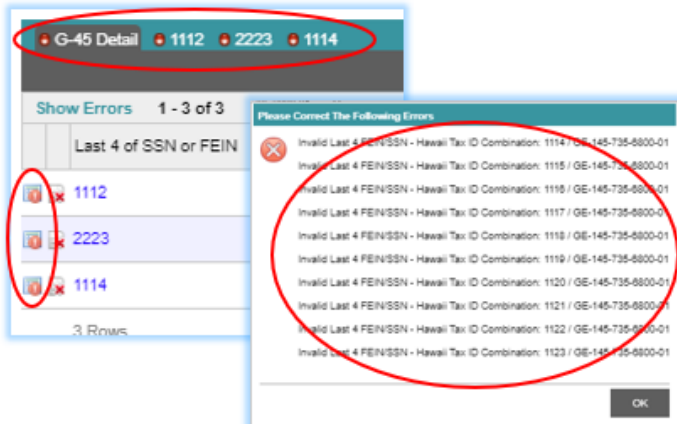
7) Select Import Simple File

8) Choose File, Select Import



After import you may see these errors  

Please see Section 7: Identifying and Correcting Errors



Show Errors 1 - 3 of 3

Last 4 of SSN or FEIN
1112
2223
1114

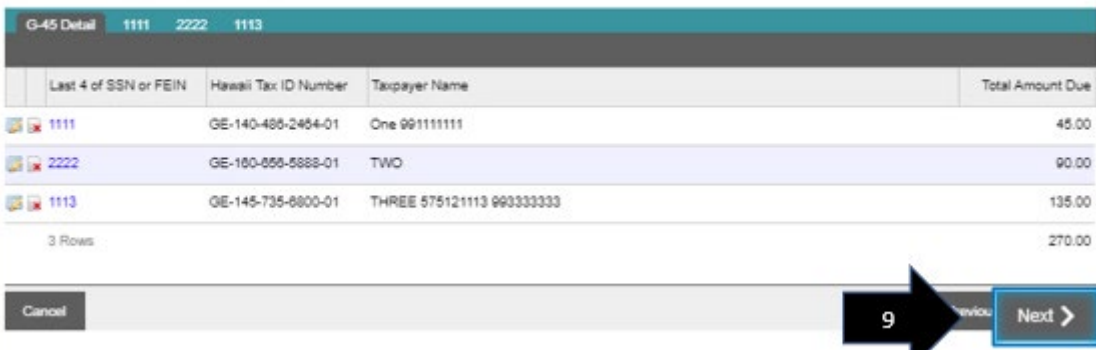
3 Rows

Please Correct The Following Errors

- Invalid Last 4 FEN/SSN - Hawaii Tax ID Combination: 1114 / GE-145-735-8800-01
- Invalid Last 4 FEN/SSN - Hawaii Tax ID Combination: 1115 / GE-145-735-8800-01
- Invalid Last 4 FEN/SSN - Hawaii Tax ID Combination: 1116 / GE-145-735-8800-01
- Invalid Last 4 FEN/SSN - Hawaii Tax ID Combination: 1117 / GE-145-735-8800-01
- Invalid Last 4 FEN/SSN - Hawaii Tax ID Combination: 1118 / GE-145-735-8800-01
- Invalid Last 4 FEN/SSN - Hawaii Tax ID Combination: 1119 / GE-145-735-8800-01
- Invalid Last 4 FEN/SSN - Hawaii Tax ID Combination: 1120 / GE-145-735-8800-01
- Invalid Last 4 FEN/SSN - Hawaii Tax ID Combination: 1121 / GE-145-735-8800-01
- Invalid Last 4 FEN/SSN - Hawaii Tax ID Combination: 1122 / GE-145-735-8800-01
- Invalid Last 4 FEN/SSN - Hawaii Tax ID Combination: 1123 / GE-145-735-8800-01

OK

After correcting all error select next to submit your file.



Last 4 of SSN or FEIN	Hawaii Tax ID Number	Taxpayer Name	Total Amount Due
1111	GE-140-486-2464-01	One 001111111	45.00
2222	GE-160-650-5888-01	TWO	90.00
1113	GE-145-735-8800-01	THREE 575121113 99333333	135.00
			270.00

3 Rows

Cancel **9** Previous **Next** >

Summary Page

10) Submit the Returns

1. Introduction 2. Filing Details 3. G-45 Submission **4. Summary**

Summary

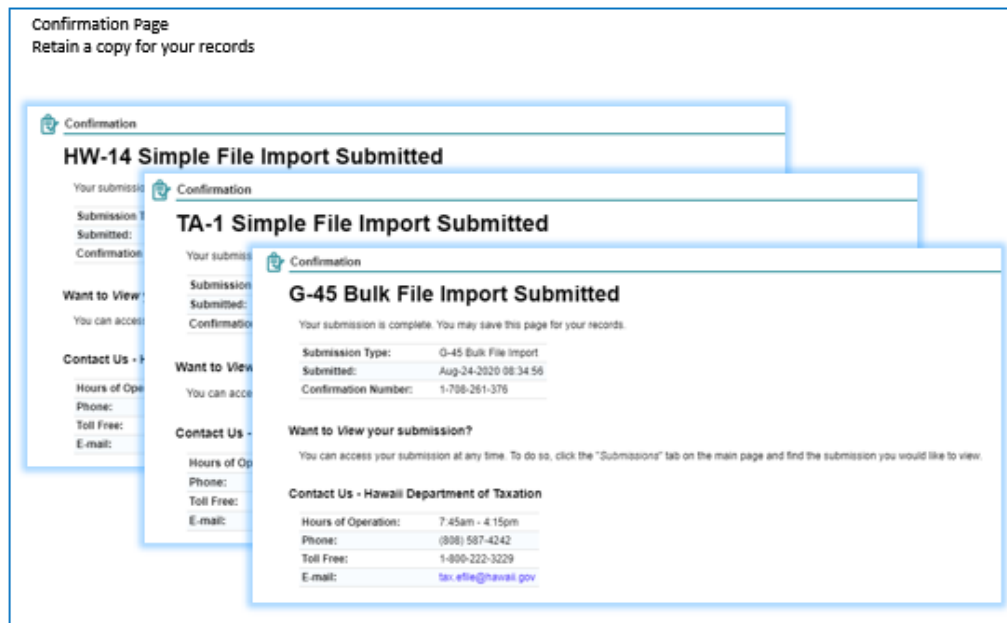
Submission Details

Period End Date: Mar-31-2020

Return Type: Original

Number of Returns Included: 3

Cancel **10** Previous **Submit**




SECTION 7: IDENTIFYING AND CORRECTING ERRORS

There are three types of errors:

- 1) Calculation: Any mathematical or calculation error.
- 2) Format: Incomplete or incorrect formatting of data in a cell.
- 3) Identification Number Validation (ID): Any combination of the Hawaii Tax ID Number and last four of FEIN or SSN do not exist our system.

Calculation and Format errors will present immediately after import. ID errors will present after selecting next and will not allow navigation to next screen.

Return with error will either be indicated by a tab with a red and white dot 

OR in list format by an oval with an exclamation point 

Corrections can be made either:

- 1) Directly on HTO (errors corrected on HTO will not be reflected in your worksheet); or
- 2) In the return worksheet. You will need to reimport the corrected file, which will override the previously imported file.



View Format and Calculation errors

- 11) Correct all errors before selecting next, to view the return: (if next is selected it will trigger any identification number errors)
 - [a] Select the **Individual Tabs**
 - [b] Select the **Detail** tab to review returns in a list format
 - [c] When a file contains many rows, the individual tabs will not be displayed. Select the Detail tab to display the errors by row
- 12) When **ALL** format and calculation errors are corrected, select **Next**. This will trigger the identification number validation edits. If no errors are found, you will be taken to the Summary screen.

Last 4 of FEIN	Hawaii Tax ID Number	Taxpayer Name	Total Amount Due
1112	GE-140-486-2464-01	One 9911111111	45.00
2223	GE-160-656-5888-01	TWO	Total Amount Due must equ
1114	GE-145-735-6800-01	THREE 575121113 993333333	135.00
3 Rows			270.00

Identification Number Validation Error

The identification number combination that is present in the import for this return is not found in the DOTAX system.

- 13) Correct the identification number(s) and mark the Corrected box.

Please Correct The Following Errors

- Invalid Last 4 FEIN/SSN - Hawaii Tax ID Combination: 1114 / GE-145-735-6800-01
- Invalid Last 4 FEIN/SSN - Hawaii Tax ID Combination: 1115 / GE-145-735-6800-01
- Invalid Last 4 FEIN/SSN - Hawaii Tax ID Combination: 1116 / GE-145-735-6800-01
- Invalid Last 4 FEIN/SSN - Hawaii Tax ID Combination: 1117 / GE-145-735-6800-01
- Invalid G-45 Detail 1112 2223 1114
- Invalid THREE 575121113 993333333 - GE-145-735-6800-01

Filing Information

Invalid Taxpayer Name THREE 575121113 993333333

Invalid Hawaii Tax ID Number

Last 4 of FEIN or SSN

Corrected

GE-145-735-6800-01
1114 Invalid ID / Account Combination
Format: GE-999-999-9999-99

SECTION 8: SELF-TESTING

You may conduct self-testing once you receive your approval email. Log onto HTO and import a file as shown in Section 6. Calculation and format errors will be displayed immediately, select next to identify ID number validation errors. There is no limitation on self-testing. **REMINDER: Select CANCEL (DO NOT SUBMIT file until ready to post returns to your clients DOTAX account)**



SECTION 9: PAYMENT OPTIONS

Two electronic payment methods can be used to pay a tax balance when submitting a return via SFI. Each return submitted via SFI will need its own payment if there is a tax balance.

1) HTO

- a) Logged on – Access to each client’s HTO account is required. Once entered, payment information can be saved for future use.
- b) Non-Logged on – Access to each client’s HTO account is not required. You will need to key all required information for each payment submitted.

2) ACH CREDIT METHOD

A taxpayer must authorize their bank to debit their account for the purpose of making a tax payment. Please have your clients inquire with their financial institution to allow tax payments to credit to the Hawaii Department of Taxation.

One paper check for all SFI returns submitted is not allowed.

Your clients may pay by paper check separately. Visit tax.hawaii.gov to download our [Tax Payment Voucher](#) Form VP-1. A printed voucher and attached check must be submitted for each taxpayer individually. One check for more than one taxpayer account or lack of inclusion of a voucher may result in payment posting being delayed or rejected.