

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



Release Date 12/2024 (V1.0)

## Table of Contents

Introduction .....	3
Contact Information.....	3
Registration.....	4
New.....	4
Amended .....	4
Simple File Import Specifications.....	4
General Specifications .....	4
Worksheet Specifications .....	4
Fields presented as Questions.....	4
General Excise Tax.....	5
Transient Accommodations Tax .....	5
Worksheet Specifications .....	6
General Excise/Use Tax (G-45) .....	6
General Excise Tax/Use Annual Return & Reconciliation (G-49).....	7
Transient Accommodations Tax (TA-1) .....	8
Transient Accommodations Tax Annual Return and Reconciliation (TA-2) .....	10
Withholding Tax (HW-14).....	11
Importing Your File .....	12
Errors After File Import.....	16
Error Types .....	16
Error Correction Options .....	16
Format and Calculation errors.....	16
Self-Testing .....	17
Payment Options .....	17
Electronic Payment Methods .....	17
HTO.....	17
ACH Credit Method .....	17
Paper Check.....	17

## Introduction

Simple File Import (SFI) is a State of Hawaii Department of Taxation (DOTAX) accepted method to submit General Excise Tax returns (G-45 and G-49), Transient Accommodations Tax returns (TA-1 and TA-2) and Withholding Tax returns (HW-14) beginning with the 2020 tax year. The returns imported via Hawaii Tax Online (HTO) in an Excel file format is allowed a maximum of 100 returns to be submitted at one time. Payment is supported through HTO and Automated Clearing House (ACH) Credit method.

**This handbook provides step by step instructions for SFI only.** For Withholding Bulk File instructions (supports imports of more than 100 returns), see *Publication EF-9* at <https://tax.hawaii.gov/eservices/bulk/>.

## Contact Information

For general information and inquiries relating to submitting returns through SFI, contact us at **808-587-4242**, [taxpayer.services@hawaii.gov](mailto:taxpayer.services@hawaii.gov) or send a message from your HTO logon to Taxpayer Services.

For technical information, email Electronic Processing at [tax.efile@hawaii.gov](mailto: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 all Hawaii State holidays. Holidays which fall on Saturdays are observed on the preceding Friday; holidays which fall on Sundays are observed on the following Monday.

Hawaii State Holidays	
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 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 Nov. 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

## Registration

### New

- 1) Complete and submit Form EF-20, Hawaii Simple File Import (SFI) Reporting Agent Registration to [tax.efile@hawaii.gov](mailto:tax.efile@hawaii.gov) or:  
Hawaii Department of Taxation  
Electronic Processing  
P.O. Box 259  
Honolulu, HI 96809-0259
- 2) Electronic Processing will contact you once your registration has been processed.

### Amended

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

## Simple File Import Specifications

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

### General Specifications

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

### Worksheet Specifications

- 1) File type must be Microsoft Excel (.xlsx). The workbook's worksheet tab must be named "MAIN."
- 2) The first row is reserved for column headings. Return data entered in Row 1 will result in a failure to import.
- 3) Do not include formulas or "\$" dollar signs in fields.
- 4) 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.
- 5) Each row represents one return.
- 6) A separate column must be used for each piece of information. (NOTE: Three new columns were added for the Maui County Surcharge.)
- 7) Non-currency fields should be formatted as Text. Currency fields should be formatted as General.
- 8) Do not include dashes in Hawaii Tax ID Number and Federal Employer Identification Number (FEIN).
- 9) If an amount field is imported as blank, the system will process it as zero.
- 10) Amounts containing cents must contain a decimal. All amounts must be positive.

### Fields presented as Questions

- 1) 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:
  - a) General Excise and Transient Accommodations Tax

- (1) Filing Period Month (G-45 and TA-1) or Tax Year Ending Month (G-49 and TA-2): January through December
  - (2) Filing Period Year (G-45 and TA-1) or Tax Year Ending Year (G-49 and TA-2): Year cannot be less than 2020 or greater than the current year.
  - (3) Return Type: Original or Amended
  - (4) District (G-45 and G-49): Oahu, Maui, Hawaii, or Kauai
    1. Multi district returns are not supported on SFI, file individually on HTO.
- b) Withholding Tax
- (1) Quarter Ending Month: March, June, September, or December
  - (2) Quarter Ending Year: Year cannot be less than 2020 or greater than the current year.
  - (3) Return Type: Original or Amended

### General Excise Tax

- 1) Business Activities supported by the GE SFI are:
  - a) Retailing
  - b) Services Including Professional
  - c) Transient Accommodations Rentals
  - d) Other Rentals
  - e) Interest and All Others
- 2) Hawaii Tax ID Number and LAST 4 of FEIN or SSN must be present.
- 3) Lines not supported on the worksheet but automatically calculated and presented in HTO to assist with error correction:
  - a) G-45: Line 25 (amount from Part II Line 17) and 27 (County Surcharge Tax)
  - b) G-49: Line 27 (County Surcharge Tax)
- 4) 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.
  - a) G-45: Column AI, VI-Total Amount. (If file is marked as original and the column AI-Total Amount field is greater than -0- it will be automatically changed to -0-).
  - b) G-49: Column AL, VI-Net Payments Made. (If file is marked as original and the column AL-Net Payments Amount field is greater than -0- automatically change it to -0-).
- 5) Schedule GE Activity fields enter activity as 8, 9, 13, 14 or 15 the information related to the Part of the return the activity is from is not required for SFI. Multiple of the same code is allowed.
  - a) G-45: worksheet columns AQ, AT, AW OR AZ
  - b) G-49: worksheet columns AS, AV, AY or BB

### Transient Accommodations Tax

- 1) Hawaii Tax ID Number and LAST 4 of FEIN or SSN must be present.
- 2) 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.

## Worksheet Specifications

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

### General Excise/Use Tax (G-45)

**NOTE:** If Columns D through BB 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]	###,###,###,###.##
15	P	II-Interest and All Others [A]	###,###,###,###.##
15	Q	II-Interest and All Others [B]	###,###,###,###.##
15	R	II-Interest and All Others [C]	###,###,###,###.##
17	S	II-Sum of Part 2	###,###,###,###.##
19	T	IV-CS Oahu [A]	###,###,###,###.##
19	U	IV-CS Oahu [B]	###,###,###,###.##
19	V	IV-CS Oahu [C]	###,###,###,###.##
20	W	IV-CS Maui [A]	###,###,###,###.##
20	X	IV-CS Maui [B]	###,###,###,###.##
20	Y	IV-CS Maui [C]	###,###,###,###.##
21	Z	IV-CS Hawaii [A]	###,###,###,###.##
21	AA	IV-CS Hawaii [B]	###,###,###,###.##
21	AB	IV-CS Hawaii [C]	###,###,###,###.##
22	AC	IV CS-Kauai [A]	###,###,###,###.##
22	AD	IV-CS Kauai [B]	###,###,###,###.##
22	AE	IV-CS Kauai [C]	###,###,###,###.##
28	AF	VI-Total Taxes Due	###,###,###,###.##
29	AG	VI-AMD Penalty Assessed	###,###,###,###.##
29	AH	VI-AMD Interest Assessed	###,###,###,###.##
30	AI	VI-Total Amt	###,###,###,###.## Note: This field will be used for Amended returns only.
31	AJ	VI-AMD Total Pymts	###,###,###,###.##
32	AK	VI-AMD Refund	###,###,###,###.##

Return Line or Section	Column	Field	Field Specifications
33	AL	VI-AMD Add'l Taxes Due	###,###,###,###.##
34	AM	VI-Late Filing Penalty	###,###,###,###.##
34	AN	VI-Late Filing Interest	###,###,###,###.##
35	AO	VI-Total Amt Due	###,###,###,###.##
37	AP	VI-Grand Total of Exemp/Ded	###,###,###,###.##
Part I	AQ	Sch GE I-Activity 1	##
Part I	AR	Sch GE I-ED Code 1	###
Part I	AS	Sch GE I-Amt 1	###,###,###,###.##
Part I	AT	Sch GE I-Activity 2	##
Part I	AU	Sch GE I-ED Code 2	###
Part I	AV	Sch GE I-Amt 2	###,###,###,###.##
Part I	AW	Sch GE I-Activity 3	##
Part I	AX	Sch GE I-ED Code 3	###
Part I	AY	Sch GE I-Amt 3	###,###,###,###.##
Part I	AZ	Sch GE I-Activity 4	##
Part I	BA	Sch GE I-ED Code 4	###
Part I	BB	Sch GE I-Amt 4	###,###,###,###.##

### General Excise Tax/Use Annual Return & Reconciliation (G-49)

**NOTE:** If Columns D through BD 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]	###,###,###,###.##
15	P	II-Int & All Others [A]	###,###,###,###.##
15	Q	II-Int & All Others [B]	###,###,###,###.##
15	R	II-Int & All Others [C]	###,###,###,###.##
17	S	II-Sum of Part 2	###,###,###,###.##
19	T	IV-CS Oahu [A]	###,###,###,###.##
19	U	IV-CS Oahu [B]	###,###,###,###.##

Return Line or Section	Column	Field	Field Specifications
19	V	IV-CS Oahu [C]	###,###,###,###.##
20	W	IV-CS Maui [A]	###,###,###,###.##
20	X	IV-CS Maui [B]	###,###,###,###.##
20	Y	IV-CS Maui [C]	###,###,###,###.##
21	Z	IV-CS Hawaii [A]	###,###,###,###.##
21	AA	IV-CS Hawaii [B]	###,###,###,###.##
21	AB	IV-CS Hawaii [C]	###,###,###,###.##
22	AC	IV CS-Kauai [A]	###,###,###,###.##
22	AD	IV-CS Kauai [B]	###,###,###,###.##
22	AE	IV-CS Kauai [C]	###,###,###,###.##
28	AF	VI-Total Taxes Due	###,###,###,###.##
29	AG	VI-Penalty Assessed	###,###,###,###.##
29	AH	VI-Interest Assessed	###,###,###,###.##
30	AI	VI-Total Amt	###,###,###,###.##
31	AJ	VI- Total Pymts	###,###,###,###.##
32	AK	VI-AMD Cr Claimed on Orig Ret	###,###,###,###.## Note: This field will be used for Amended returns only.
33	AL	VI-Net Pymts	###,###,###,###.##
34	AM	VI-Refund	###,###,###,###.##
35	AN	VI-Add'l Taxes Due	###,###,###,###.##
36	AO	VI-Late Filing Penalty	###,###,###,###.##
36	AP	VI-Late Filing Interest	###,###,###,###.##
37	AQ	VI-Total Amt Due	###,###,###,###.##
39	AR	VI-Grand Total of Exemp/Ded	###,###,###,###.##
Part I	AS	Sch GE I-Activity 1	##
Part I	AT	Sch GE I-ED Code 1	###
Part I	AU	Sch GE I-Amt 1	###,###,###,###.##
Part I	AV	Sch GE I-Activity 2	##
Part I	AW	Sch GE I-ED Code 2	###
Part I	AX	Sch GE I-Amt 2	###,###,###,###.##
Part I	AY	Sch GE I-Activity 3	##
Part I	AZ	Sch GE I-ED Code 3	###
Part I	BA	Sch GE I-Amt 3	###,###,###,###.##
Part I	BB	Sch GE I-Activity 4	##
Part I	BC	Sch GE I-ED Code 4	###
Part I	BD	Sch GE I-Amt 4	###,###,###,###.##

### Transient Accommodations Tax (TA-1)

**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	####



Return Line or Section	Column	Field	Field Specifications
Header	C	Name	Limit to 75 characters
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	###
Part VI	AP	VI-E/D Amt 4	###,###,###,###.##
Part VI	AQ	VI-Total Exemp/Ded	###,###,###,###.##

## Transient Accommodations Tax Annual Return and Reconciliation (TA-2)

**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	TA#####
Header	B	Last 4 of FEIN or SSN	####
Header	C	Name	Limit to 75 characters
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-Penalty Assessed	###,###,###,###.##
12	W	IV-Interest Assessed	###,###,###,###.##
13	X	IV-Total Amt	###,###,###,###.##
14	Y	IV-Pymts Less Refunds	###,###,###,###.##
15	Z	IV-AMD Cr on Orig Ret	###,###,###,###.##
16	AA	IV-Net Pymts	###,###,###,###.##
17	AB	IV-Refund	###,###,###,###.##
18	AC	IV-Add'l Taxes Due	###,###,###,###.##
19	AD	V-Penalty	###,###,###,###.##
19	AE	V-Interest	###,###,###,###.##
20	AF	V-Total Amt Due	###,###,###,###.##
Part VII-1	AG	VII-Gross Rental or Rental Proceeds	###,###,###,###.##
Part VII-2	AH	VII-GE Visibly Passed On	###,###,###,###.##
Part VII-3	AI	VII-Gross Proceeds	###,###,###,###.##
Part VI	AJ	VI-E/D District 1	#
Part VI	AK	VI-E/D Code 1	###
Part VI	AL	VI-E/D Amt 1	###,###,###,###.##
Part VI	AM	VI-E/D District 2	#

Return Line or Section	Column	Field	Field Specifications
Part VI	AN	VI-E/D Code 2	###
Part VI	AO	VI-E/D Amt 2	###,###,###,###.##
Part VI	AP	VI-E/D District 3	#
Part VI	AQ	VI-E/D Code 3	###
Part VI	AR	VI-E/D Amt 3	###,###,###,###.##
Part VI	AS	VI-E/D District 4	#
Part VI	AT	VI-E/D Code 4	###
Part VI	AU	VI-E/D Amt 4	###,###,###,###.##
Part VI	AV	VI-Total Exemp/Ded	###,###,###,###.##

### Withholding Tax (HW-14)

**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	##,###,###,###.##

## 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 tab with the return data must be named **MAIN**. The Information from the other tabs will not be imported.

	A	B	C	D	E	F	G
1	Hawaii Tax ID Number	LAST 4 OF FEIN OR SSN	Name	II-Retailing [A]	II-Retailing [B]	II-Retailing [C]	II-Services Including Professional [A]
2							

Worksheet tabs: **MAIN** | ID Info | Payment Info | Contact Info

- 1) Create a .xlsx file for import.
- 2) Log on to your Hawaii Tax Online account.
- 3) From the Homepage, select the **More...** tab.
- 4) From the Payment & Returns tile, select the appropriate Import hyperlink (**G-45, G-49, TA-1, TA-2, or HW-14**).
- 5) From the Introduction page select **Next**.

The screenshot shows the Hawaii Tax Online user interface. At the top, there is a navigation bar with 'Favorites', 'Accounts', 'Action Center', 'Settings', and 'More...'. A search bar below it contains the text 'What are you looking for?'. The main content area is divided into three columns: 'Submissions', 'Correspondence', and 'Payments and Returns'. The 'Payments and Returns' column contains a list of import options: 'Import G-45', 'Import G-49', 'Import TA-1', 'Import TA-2', and 'Import HW-14'. A blue box highlights this list, and an arrow labeled '4' points to it. Below this, there is a 'Next' button highlighted with a blue box and an arrow labeled '5'. The 'Introduction' page is also visible, showing 'About This Submission' and 'Cancel' and 'Next' buttons.

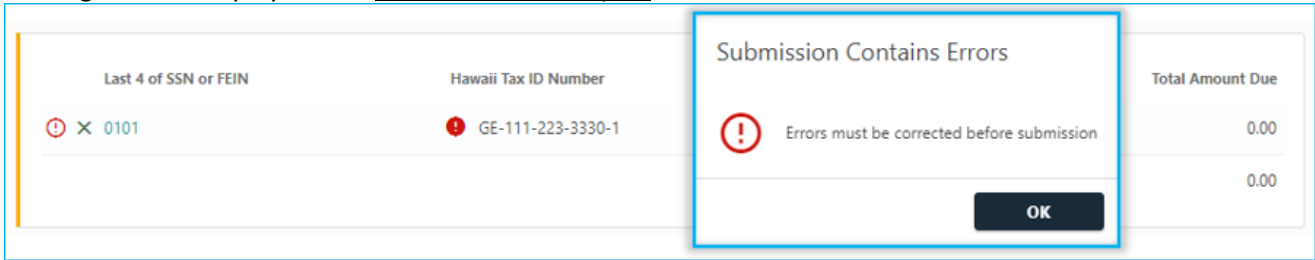
- 6) Select the appropriate filing information.
  - a) All returns on the worksheet must be for the same Filing Period and Return Type.
  - b) The year cannot be less than 2020 or greater than the current year.
  - c) Multiple District GE returns are not supported.
- 7) Select **Next**.



The screenshot shows the 'Return Information' form with three columns for different return types: GE, TA, and WH. Each column has a '6' in a black arrow pointing to the input fields. The fields include 'Filing Period Month', 'Filing Period Year', 'Return Type', and 'District' for GE and TA, and 'Quarter Ending Month', 'Quarter Ending Year', and 'Return Type' for WH. At the bottom right, an arrow labeled '7' points to the 'Next' button.

- 8) Select **Import Simple File**.
- 9) **Choose File**.
- 10) Select **OK** to import.
- 11) Select **Next**.

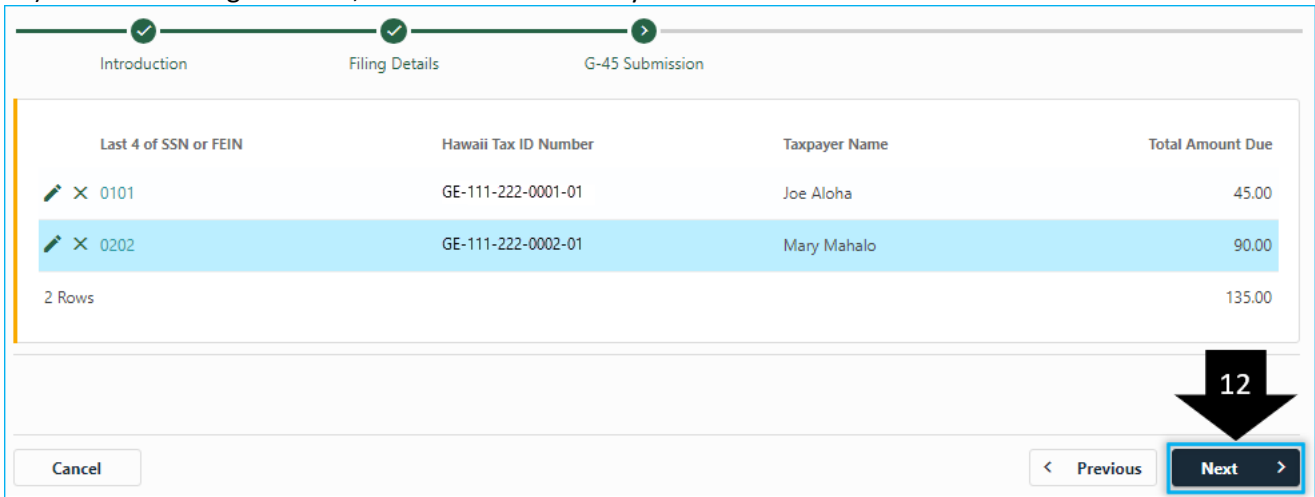
The screenshot shows the 'Import' form with an 'Import Simple File' button highlighted by a blue box and an arrow labeled '8'. A 'Select file to import' dialog box is open, with an arrow labeled '9' pointing to the 'Choose File' button and an arrow labeled '10' pointing to the 'OK' button. At the bottom right, an arrow labeled '11' points to the 'Next' button.



**Note:** After Import; you may see these symbols   \* . If Next was selected with errors, an error message will be displayed. See [Errors After File Import](#) section for additional information.



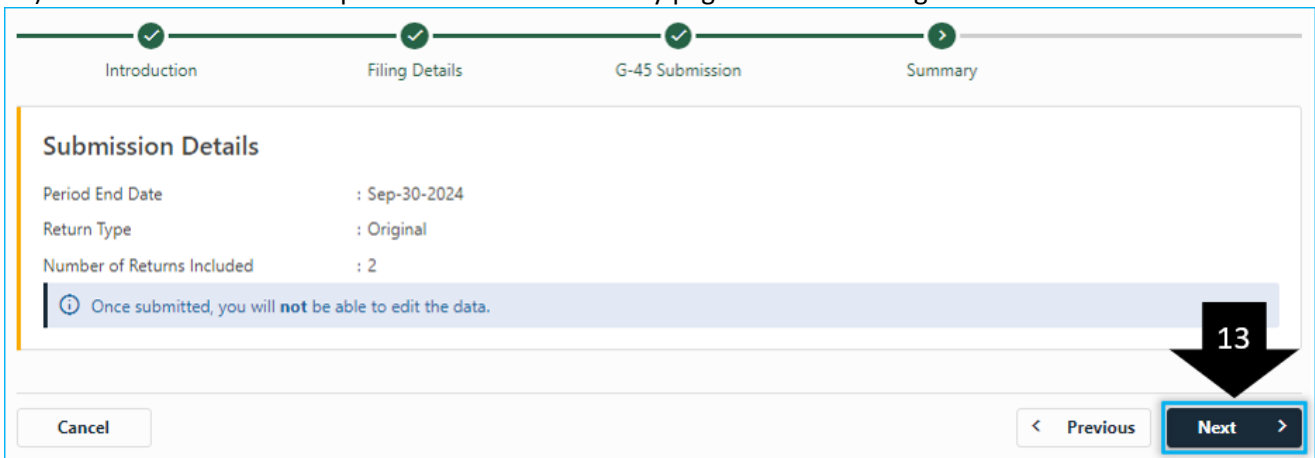
Last 4 of SSN or FEIN	Hawaii Tax ID Number	Total Amount Due
 × 0101	 GE-111-223-3330-1	0.00
		0.00

12) After correcting all errors, select **Next** to submit your file.




Last 4 of SSN or FEIN	Hawaii Tax ID Number	Taxpayer Name	Total Amount Due
 × 0101	GE-111-222-0001-01	Joe Aloha	45.00
 × 0202	GE-111-222-0002-01	Mary Mahalo	90.00
2 Rows			135.00

13) Review the information presented on the Summary page before selecting **Next**.



**Submission Details**

Period End Date : Sep-30-2024  
 Return Type : Original  
 Number of Returns Included : 2

 Once submitted, you will **not** be able to edit the data.

14) Enter HTO Password.

15) Select **Submit**.

Introduction Filing Details G-45 Submission Summary Confirm Submission

### Confirm Submission

You are required to enter your password to verify this submission. Your password will act as your signature. This submission **must be signed** by an authorized person.

Password \*  
Required

Cancel Previous **Submit**

16) Retain a copy of the Confirmation page for your records.

### Confirmation

#### G-45 Simple File Import Submitted

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



Submission Type	G-45 Simple File Import
Submitted	Oct-01-2024
Confirmation Number	0-857-669-632

## Errors After File Import

### Error Types

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

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

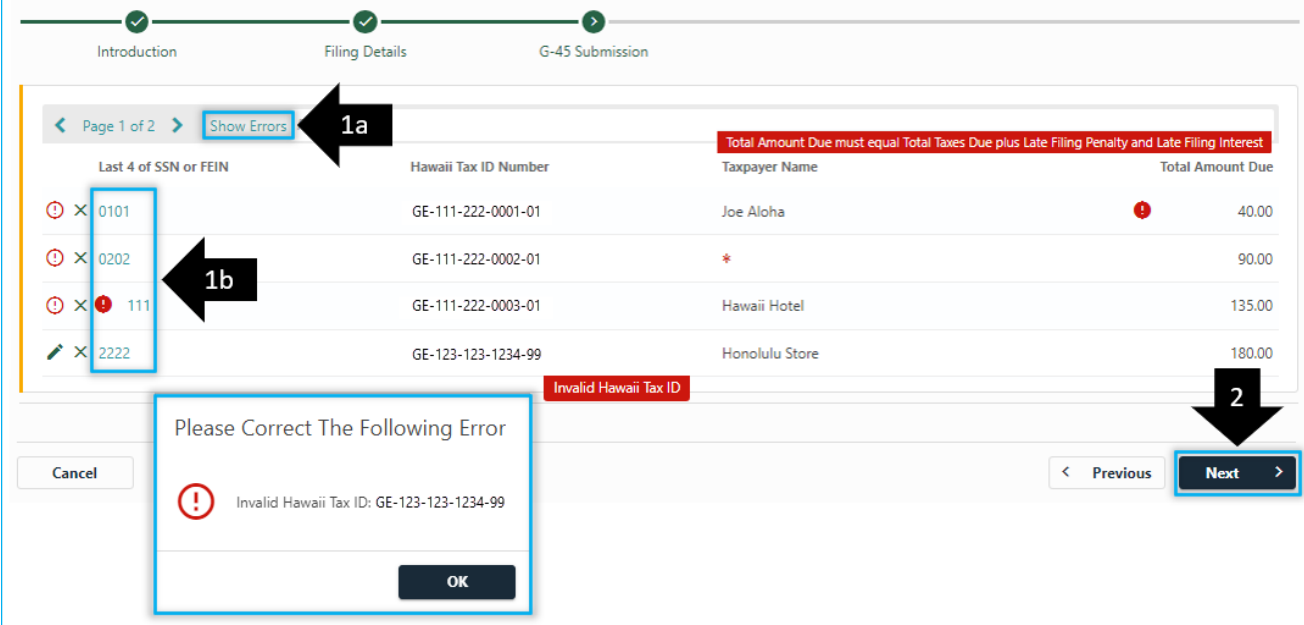
Return with error will be identified by these symbols:   \*

### Error Correction Options

- 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.

### Format and Calculation errors

- 1) Correct all errors before selecting **Next** (If next is selected; it will trigger the ID Number errors).
  - a) The **Show Errors** link will appear if there are more than 20 returns and have errors. Select **Show Errors** and returns with errors will be displayed. Select **Show All** to return to the complete list.
  - b) Select the Last 4 of SSN or FEIN of the return to view filing details.
- 2) When all format and calculation errors are corrected, select **Next**. This will trigger the ID Number validation edits. If no errors are found, you will be taken to the Summary screen.



The screenshot displays the HTO interface with a progress bar at the top showing 'Introduction', 'Filing Details', and 'G-45 Submission'. Below the progress bar, there is a table of returns with columns for 'Last 4 of SSN or FEIN', 'Hawaii Tax ID Number', 'Taxpayer Name', and 'Total Amount Due'. A 'Show Errors' button is visible above the table. A modal dialog box is open, displaying the error message: 'Please Correct The Following Error: Invalid Hawaii Tax ID: GE-123-123-1234-99'. The 'Next' button is highlighted with a blue box and a black arrow labeled '2'.

Last 4 of SSN or FEIN	Hawaii Tax ID Number	Taxpayer Name	Total Amount Due
0101	GE-111-222-0001-01	Joe Aloha	40.00
0202	GE-111-222-0002-01	*	90.00
111	GE-111-222-0003-01	Hawaii Hotel	135.00
2222	GE-123-123-1234-99	Honolulu Store	180.00



## Self-Testing

You may conduct self-testing once you receive your approval email. Log on to HTO and import a file as shown in the [Importing Your File](#) section. 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)**

## Payment Options

In addition to payment by paper check, 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.

### Electronic Payment Methods

#### HTO

- 1) Logged on – Access to each client’s HTO account is required. Once entered, payment information can be saved for future use.
- 2) 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.

#### ACH Credit Method

A taxpayer must authorize their bank to debit their account for the purpose of making a tax payment. Have your clients inquire with their financial institution to allow tax payments to credit to the Hawaii Department of Taxation. Information on how to set up EFT ACH Credit payments can be found at <http://files.hawaii.gov/eservices>

### Paper Check

- 1) Your clients may pay by paper check separately. Visit [tax.hawaii.gov](http://tax.hawaii.gov) to download our Tax Payment Voucher Form VP-1. A Completed voucher and check must be submitted for each taxpayer individually.
  - a) One check for more than one taxpayer account or lack of inclusion of a voucher may result in payment posting being delayed or rejected. One paper check for all SFI returns submitted is not allowed.