

State of Hawaii Department of Taxation

Hawaii Tax Online Rental Collection Agreement Simple File Import Handbook



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Introduction

The State of Hawaii Department of Taxation (DOTAX) supports a Simple File Import (SFI) method that allows for the submission of Form RCA-1 (Schedule of Property Owners Entering into a Rental Collection Agreement) using a spreadsheet program. This handbook provides step by step instructions for SFI only.

The two (2) Form RCA-1 submission methods are:

- 1) Simple File Import
- 2) Manual Entry

Contact Information

For general information and inquiries relating to submitting Form RCA-1 through SFI, contact us at **808-587-4242**, taxpayer.services@hawaii.gov or send a message from your Hawaii Tax Online (HTO) logon to Taxpayer Services.

For technical information and inquiries, email Electronic Processing 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 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

General Information

- 1) A maximum of 1,000 Property Owners in one file may be imported through SFI.
- 2) Multiple file imports per day are accepted.
- 3) Web logon must have access to General Excise (GE) Tax account.

Simple File Import Specifications

To submit Form RCA-1 using SFI on HTO, you are required to import a file created using a spreadsheet program, such as Microsoft Excel, or download a copy of the RCA-1 Worksheet for SFI at <https://tax.hawaii.gov/eservices/sfi>. Your file must adhere to the following specifications:

- 1) File type must be Microsoft Excel (.xlsx).
- 2) The name of the workbook spreadsheet tab must be "**Main**".
- 3) File must contain all required information: Property Owner Name, Social Security Numbers (SSN) or Federal Employment Identification Numbers (FEIN) and Property Owner's Address.
- 4) If available, provide the Property Owner's General Excise (GE) Tax ID and Transient Accommodations (TA) Tax ID.
- 5) Each row should represent one property owner and each column should represent one piece of required information outlined in the Simple File Import Layout Section of this handbook.
- 6) Do not enter Property Owner's information in the first row. The first row is for column headings.
- 7) Do not include an entire blank row within your data set. A blank row is interpreted as the end of your file.
- 8) Do not include dashes in SSN and FEIN.
- 9) 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.
- 10) Zip (column L) can be entered as 12345-1234 format or without the last four digits.

Simple File Import Layout

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

Column	Field	Specifications
A	Social Security Number	#####
B	Federal Employment Identification Number	#####
C	Name	Limit to 75 Characters
D	GE Hawaii Tax ID Number	GE#####
E	TA Hawaii Tax ID Number	TA#####
F	Country	Limit to 100 Characters
G	Street	Limit to 100 Characters
H	Unit Type	Limit to 100 Characters
I	Unit	Limit to 30 Characters
J	City	Limit to 100 Characters
K	State	Limit to 100 Characters
L	Zip	#####-####
M	County	Limit to 100 Characters

Uploading SFI on HTO

SFI Instructions

- 1) Create a .xlsx file for import.
- 2) Log on to your Hawaii Tax Online account.
- 3) Select **More...** tab.
- 4) In the Payments and Returns tile, select **Manage Rental Collection Agreement (RCA-1)**.

The screenshot shows the HTO user interface for a Property Management Company. At the top, the company name and address are displayed: "PROPERTY MANAGEMENT COMPANY", "830 PUNCHBOWL ST", "HONOLULU HI 96813-5095". A user greeting "Welcome, JOE ALOHA" and a "Manage My Profile" link are in the top right. A navigation bar includes "Accounts", "Action Center", "Settings", and "More...". A search bar is below the navigation bar. Three main tiles are visible: "Submissions", "Correspondence", and "Payments and Returns". The "More..." tab is highlighted with a blue box and a black arrow labeled "3". The "Payments and Returns" tile contains a list of options, with "Manage Rental Collection Agreement (RCA-1)" highlighted by a blue box and a black arrow labeled "4".

5) Select **Submit Form RCA-1 (Required)**.

< PROPERTY MANAGEMENT COMPANY

Rental Collection Agreement Information

PROPERTY MANAGEMENT COMPANY
-*0003

Submit Form RCA-1 (Required)
> Submit Supporting Documents (Optional)

Rental Collection Agreement Submissions

Received Submissions

Confirmation Number	Tax Year	Submission Type	Hawaii Tax ID	Account Name	Submission Status	Submitted Date
There are no submissions.						

6) Read about the information on the Introduction page, select **Next**.

About This Submission

This Rental Collection Agreement (Form RCA-1) submission allows a third-party rent collector authorized to collect rent on behalf of a property owner to submit a Schedule of Property Owners entering into a Rental Collection Agreement as required under sections 237-30.5 and 237D-8.5, Hawaii Revised Statutes.

Form RCA-1 is due within 30 days after entering into the agreement, or by February 28 following the close of the calendar year for which Form 1099 is issued (or March 31 if require to e-file with the IRS).

What You Need

Simple File Import

Excel formatted file containing required property owner's information. [RCA-1 Worksheet for SFI](#)

Manual Entry

Property Owner Information

- Name of property owner
- Property owner's SSN or FEIN
- If available, property owner's General Excise number (GE-XXX-XXX-XXXX-XX)
- If available, property owner's Transient Accommodation number (TA-XXX-XXX-XXXX-XX)
- Property owner's address

Optional Attachments

A copy of federal Internal Revenue Form 1099 or a copy of the first page of the rent collection agreement.

Submission Instructions

Use the buttons at the bottom of each page to navigate each step. You cannot move to the next step unless all fields are completed without an indicated error. Your submission will not be filed until you click the **Submit** button on the final step. **Your session will be locked after 15 minutes of inactivity.**

Cancel Save Draft < Previous **Next** >

- 7) Select the **GE Hawaii Tax ID** in the drop down list associated to the Property Management Company and enter **Tax Year**.
- 8) Select **Next**.

Introduction Account Selection

Account Information

* GE Hawaii Tax ID *Required*

* Tax Year *Required*

Cancel Save Draft < Previous **Next** >

- 9) Method of Submission, select **Simple File Import**.
- 10) Select **Next**.

Introduction Account Selection Submission Method

Method Selection

Please select how you would like to submit the Property Owner's information.

Method of Submission

Simple File Import

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

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

Simple File Specifications

See [Publication EF-17, Hawaii Tax Online RCA-1 Simple File Import Handbook](#) for specifications and instructions on how to transmit your file.

[RCA-1 Worksheet for SFI](#)

Cancel Save Draft < Previous **Next** >

- 11) Select **Import Simple File**.
- 12) Select **Choose File** and **OK** to import.
- 13) Select **Next** if no errors are identified.

The screenshot shows a multi-step process for importing a file. At the top, a progress bar indicates four steps: Introduction, Account Selection, Submission Method, and Form RCA-1 Submission. The current step is 'Simple File Import'. Below the title, there is a brief instruction and an 'Important' section with three bullet points: 'Importing a second file will overwrite all existing records', 'Records in error will require additional validation', and 'A maximum of 1,000 records may be imported'. Below this, a table for 'Property Owner' information is visible, with columns for 'Property Owner Name', 'SSN', 'FEIN', and 'TA Hawaii Tax ID'. A modal window titled 'Select a file to import:' is open, showing a 'Choose File' button and an 'OK' button. At the bottom of the page, there are 'Cancel', 'Save Draft', 'Previous', and 'Next' buttons. Three numbered callouts are present: '11' points to the 'Import Simple File' button, '12' points to the 'Choose File' button in the modal, and '13' points to the 'Next' button at the bottom right.

- 14) If errors are identified in your Imported file, the following step error will be presented. See [Errors After File Import](#) for additional information. Select **OK**.

The screenshot shows an error dialog box titled 'Errors Exist'. It contains a red exclamation mark icon and the text 'This step must be corrected before moving on.' Below the text is an 'OK' button. A numbered callout '14' points to the 'OK' button.

15) Review the imported data populated on the submission.

- a) No errors, select **Next**.
- b) Errors identified, **correct the file**. Reimport the corrected file, select **Import Simple File**. The previously imported data will be overridden.

The screenshot shows a table with the following columns: Property Owner Name, SSN, FEIN, GE Hawaii Tax ID, and TA Hawaii Tax ID. The data rows are:

Property Owner Name	SSN	FEIN	GE Hawaii Tax ID	TA Hawaii Tax ID
MARY MAHALO	***-**-0001		GE-123-456-1111-01	
HAWAII HOTEL		**-***0002	GE-123-456-2222-01	TA-123-456-2222-01

Below the table, there are buttons for 'Cancel', 'Save Draft', 'Previous', and 'Next'. A black arrow labeled '15' points to the 'Next' button.

16) Supporting Documents page, attaching the 1099-MISC or Rental Agreement documents is optional. If you need to add a 1099-Misc or a Rental Agreement; select **Add Attachment**.

The screenshot shows a progress bar with four steps: Account Selection, Submission Method, Form RCA-1 Submission, and Supporting Documents. The 'Supporting Documents' step is active. Below the progress bar, there is a section titled 'Optional Attachment' with explanatory text. Underneath, there is an 'Attachments' section with a table header: Type, Name, Type, Size. The text 'There are no attachments.' is displayed. A button labeled 'Add Attachment' is highlighted with a black arrow labeled '16'. At the bottom, there are buttons for 'Cancel', 'Save Draft', 'Previous', and 'Next'.

- 17) Select a **Type** of Attachment and **Choose File**.
- 18) Select **OK** to import.
- 19) Select **Next** to continue.

The screenshot shows the 'Attachments' section of a web application. A modal dialog box titled 'Select a file to attach' is open. The dialog has a 'Type' dropdown menu with 'Required' selected, and a 'File' field with a 'Choose File' button and the text 'No file chosen'. Below the dialog are 'Cancel' and 'OK' buttons. In the background, the 'Attachments' screen shows a list of attachments with 'Add Attachment' buttons. At the bottom of the screen are 'Cancel', 'Save Draft', 'Previous', and 'Next' buttons. Arrows labeled 17, 18, and 19 indicate the sequence of actions: selecting the attachment type, clicking 'OK' in the dialog, and clicking 'Next' on the main screen.

- 20) Review Summary and select **Next**.

The screenshot shows the 'Summary' screen of a web application. At the top, a progress bar indicates four steps: 'Submission Method', 'Form RCA-1 Submission', 'Supporting Documents', and 'Summary'. The 'Summary' section contains four input fields: 'GE Hawaii Tax ID' (value: GE-123-123-1234-01), 'Tax Year' (value: 2024), 'Property Owner Count' (value: 2), and 'Attachment Count' (value: 2). At the bottom of the screen are 'Cancel', 'Save Draft', 'Previous', and 'Next' buttons. An arrow labeled 20 points to the 'Next' button.

- 21) To Confirm Submission; enter Password.
- 22) Submit

Form RCA-1 Submission Supporting Documents 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
.....

21

22

Cancel Save Draft < Previous **Submit**

- 23) To print a copy of Form RCA-1 submission submitted; scroll down and select **Printable View**.

Confirmation

Form RCA-1 Submitted

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

Submission Type	Form RCA-1
Submitted	Apr-15-2025
Confirmation Number	0-638-156-800
Name	PROPERTY MANAGEMENT COMPANY
Property Owners	2
Attachments	2

E-mail Notification

An e-mail will be sent once your submission has been processed. Add TaxDoNotReply@hawaii.gov to your address book to ensure delivery of emails.

Printable View 23

Back to Previous Screen

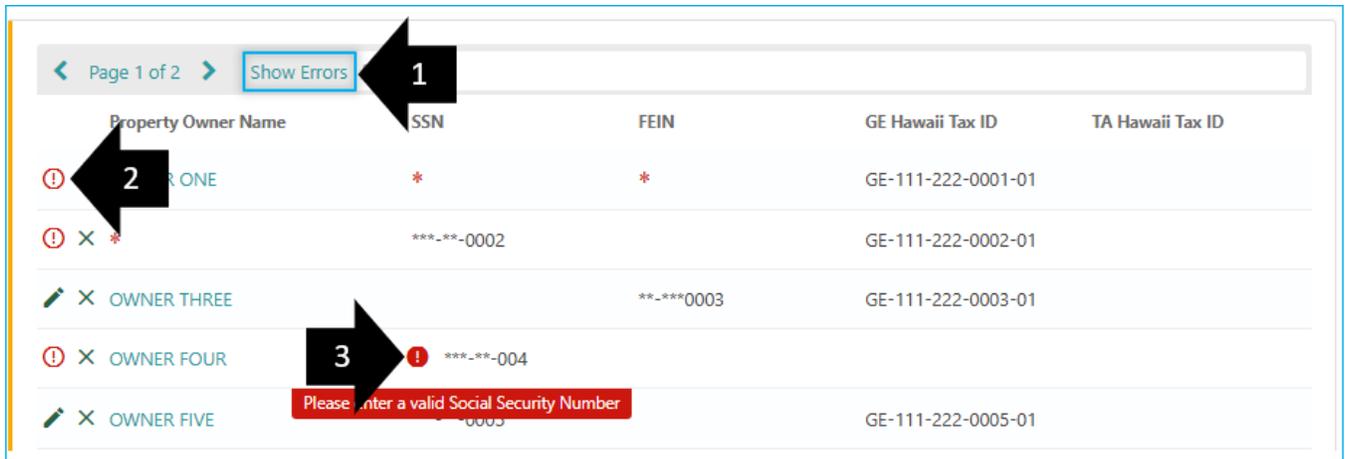
Errors After File Import

Additional attentions are indicated in various ways.

1) Select **Show Errors*** to see only errored rows. *If your file has more than 20 Property Owners and has errors, the “Show Errors” link will appear. Select **Show All** to return to complete list.

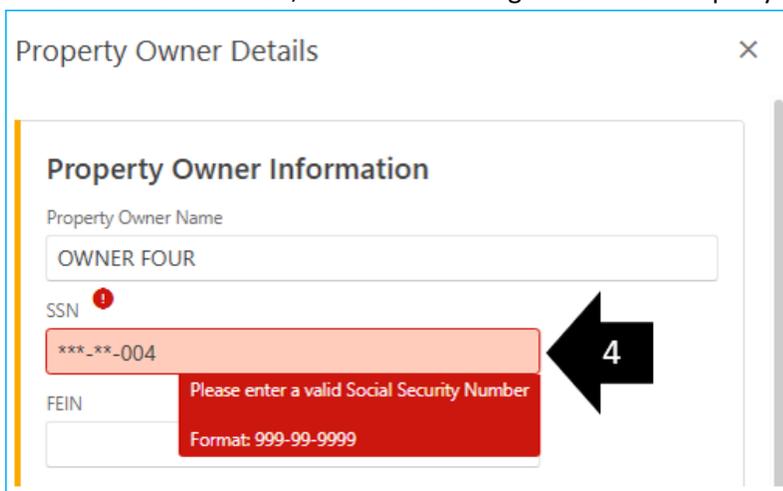
2) The errored row is identified with 

3) The specific field is identified with 



Property Owner Name	SSN	FEIN	GE Hawaii Tax ID	TA Hawaii Tax ID
OWNER ONE	*	*	GE-111-222-0001-01	
OWNER TWO	***_**-0002		GE-111-222-0002-01	
OWNER THREE		**_***0003	GE-111-222-0003-01	
OWNER FOUR	***_**-004			
OWNER FIVE			GE-111-222-0005-01	

4) After selecting an errored Property Owner, the Property Owner Details screen will be presented. Until all errors are corrected, continue selecting the errored Property Owner.



Property Owner Details

Property Owner Information

Property Owner Name
OWNER FOUR

SSN 
***_**-004

FEIN
Please enter a valid Social Security Number
Format: 999-99-9999

Helpful Tips

To prevent records from going into error, here are helpful tips when creating your spreadsheet file:

- 1) If you imported a file and did not submit it, do not import another file. The new file will override the existing information.
- 2) On the spreadsheet; rename Sheet1 tab to Main.
- 3) Sample of the Simple File Import Layout:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SSN	FEIN	Owner's Name	GE Hawaii Tax ID	TA Hawaii Tax ID	Country	Street	Unit Type	Unit	City	State	Zip	County
2													
3													

MAIN