

State of Hawaii Department of Taxation

Hawaii Tax Online W-2 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 W-2 forms using a spreadsheet program. SFI has been available for W-2 submission since Tax Year 2020.

This handbook provides step-by-step instructions for using the SFI method only. It is intended to assist submitters by providing information needed to prepare the worksheet and submit the W-2 data accurately.

The three (3) W-2 submission methods are:

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

Contact Information

For general information or inquiries about submitting W-2s through SFI, contact us by:

- Phone: **808-587-4242**
- Email: **taxpayer.services@hawaii.gov**
- Message: Send a secure message from your Hawaii Tax Online account.

For technical questions or issues, email Electronic Processing at

- **tax.efile@hawaii.gov**

Contact Hours:

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) Each worksheet file may contain up to 1,000 W-2 forms.
- 2) Multiple file imports are permitted per day.
- 3) For instructions on submitting W-2 forms by SFI, refer to the detailed steps provided below:
 - a) Tax years 2020 to current.
 - b) Tax years 2019 and prior.
- 4) Availability of the "Submit W-2 Forms" link on HTO following cancellation of the withholding account:
 - a) Online cancellation: The link will be available on the next business day.
 - b) Paper cancellation: The link may take approximately 9-10 weeks to become available.

Simple File Import Specifications

To submit W-2s using SFI on HTO, you must import a file created with a spreadsheet program such as Microsoft Excel or download the W-2 Worksheet for SFI at <https://tax.hawaii.gov/eservices/sfi/>.

Your file must meet the following specifications:

- 1) File type must be Microsoft Excel (.xlsx).
- 2) The workbook may contain multiple tabs. The spreadsheet tab that is recognized for import must be named **"Main."** The workbook must only contain one tab named **"Main."**
- 3) The Main tab must contain all required information.
- 4) Each row should represent one payee and each column should represent one piece of required information outlined in the Simple File Import Layout section of this handbook.
- 5) Do not enter W-2 information in the first row. The first row is reserved for column headings.
- 6) Do not include blank rows within your data set. A blank row is interpreted as the end of the file.
- 7) Column B, Corrected:
 - If **True** is entered, the W-2 will be marked as Corrected.
 - If **False** or **Blank**, the W-2 will not be marked as a Corrected W-2.
- 8) If there is no dollar amount to enter, the dollar field must be filled with a zero. All dollar amounts must be positive.
- 9) All dollar fields must contain a decimal if there are cents.
- 10) Do not include "\$" or commas in any field.
- 11) Do not include dashes in Social Security Numbers (SSN).
- 12) If you are using Microsoft Excel to create your file and have an SSN or ZIP Code that begins with a zero, place an apostrophe (') before the zero.
- 13) Column N, ZIP Code must be in 12345-1234 format. If the last four digits are not available, enter four zeros (e.g., 12345-0000).

Simple File Import Layout

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

Column	Field	Specifications
A	Social Security Number	#####
B	Corrected (True/False)	True / False or blank
C	Corrected Social Security Number	#####
D	Last Name	Limit to 75 Characters
E	First Name	Limit to 75 Characters
F	Middle Name	Limit to 75 Characters
G	Suffix	Limit to 4 Characters
H	Street	Limit to 100 Characters
I	Street 2	Limit to 100 Characters
J	Unit Type	Limit to 100 Characters
K	Unit	Limit to 30 Characters
L	City	Limit to 100 Characters
M	State	Limit to 100 Characters
N	Zip	#####-####
O	County	Limit to 100 Characters
P	Total Wages	###,###,###,###.##
Q	Hawaii Income Tax Withheld	###,###,###,###.##
R	Payments Not Included in Total Wages	###,###,###,###.##
S	Payment Nature	Limit to 150 Characters

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)

Uploading SFI on HTO

SFI Instructions for Tax Years 2020 to Current

- 1) Create a .xlsx file for import.
- 2) Access the HTO account you are filing for.
- 3) From the Withholding (HW-14) Account panel, select the **Periods and Returns** link.

Withholding
Form HW-14
EMPLOYERS R US
830 PUNCHBOWL ST
HONOLULU HI 96813-5095
Opened on Jan-01-2019
Action Center Items **18**

Account
WH-100-100-0001-01
Net Balance
\$0.00

> Periods and Returns
> More...

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

Periods

Period	Filing Frequency	Balance	Return Status	
Dec-31-2024	Quarterly	\$0.00	Not Filed	File Return
Sep-30-2024	Quarterly	\$0.00	Not Filed	File Return
Jun-30-2024	Quarterly	\$0.00	Not Filed	File Return
Mar-31-2024	Quarterly	\$0.00	Not Filed	File Return

- 5) Select **Submit W-2 Forms**.
- 6) On the following screen select **Next**.

Dec-31-2024
Withholding (HW-14)
WH-100-100-0001-01
EMPLOYERS R US

Balance
\$0.00

> File, View, or Amend a Return
> Make a Payment
> Submit W-2 Forms

Period

Summary

There has been no financial activity.

Period Activity

There has been no activity.

< Previous **Next** >

- 7) Method of Submission, select **Simple File Import**.
- 8) Select **Next**.

Introduction 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

< Previous **Next** >

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

Introduction Submission Method 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 EFW2 submission method for larger files.

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

Import Simple File

SSN Last Name Hawaii Income Tax Withheld

+ Add W-2

Cancel Save Draft

< Previous **Next** >

- 13) 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** to continue.

Errors Exist

! This step must be corrected before moving on.

OK

- 14) Review the imported data populated on the submission.
- No errors, select **Next**.
 - Errors identified, correct the file and reimport it by selecting **Import Simple File**. The previously imported data will be overwritten.

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

SSN	Last Name	First Name	Hawaii Income Tax Withheld
✕ ***-**-0001	LASTA	FIRSTA	789.00
✕ ***-**-0002	LASTB	FIRSTB	456.00
✕ ***-**-0003	LASTC	FIRSTC	2,345.00
+ Add W-2			
3 Rows			3,590.00
			+ Add W-2

Cancel **Save Draft** **Next**

- 15) Review the Summary step. If the information presented is correct, select **Next**. Note: if additional updates are needed, select **Previous**.

Summary

Number of HW-2 Forms, Copy A, or Federal Form W-2, Copy 1

3

Total Wages Shown on These Forms (Include COLA, 3rd Party Sick Leave, and Other Benefits)

856,687.00

Total Hawaii Income Tax Withheld from Wages Shown on These Forms

3,590.00

Cancel **Save Draft** **Previous** **Next**

- 16) Enter your HTO **Password**.
- 17) Select **Submit**.

Introduction Submission Method Hawaii W-2 Submission Summary Confirm Submission

Confirm Submission

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

16

17

Cancel Save Draft < Previous Submit

- 18) To print a summary of your submission for your records, scroll down and select **Printable View**.

Confirmation

Withholding Annual W-2 Submission Submitted

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

Submission Type	Withholding Annual W-2 Submission
Submitted	Sep-08-2025
Confirmation Number	0-123-456-789
Name	EMPLOYERS R US
ID	WH-100-100-0001-01
Filing Period	Dec-31-2024

E-mail Notification

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

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Printable View

Back to Previous Screen

SFI Instructions for Tax Years 2019 and Prior

Submit W-2 via HW-3

- 1) Create a .xlsx for upload.
- 2) Access the HTO Withholding Reconciliation account.
- 3) From the Withholding Reconciliation (HW-3) Account panel, select the **Periods and Returns** link.

Withholding Reconciliation
Form HW-3
EMPLOYERS R US
830 PUNCHBOWL ST
HONOLULU HI 96813-5095
Opened on Jan-01-2019
Action Center Items 1

Account
WH-100-100-0001-01R
Net Balance
\$0.00

> Periods and Returns
> More...

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

Periods

Period	Filing Frequency	Balance	Return Status
Dec-31-2019	Annual	\$0.00	Not Filed

File Return

< Previous **Next** >

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

HW-3 for Dec-31-2019 Hawaii W-2 Submission Method

Do you have any Employee W-2s to report? ☒ Yes ☐ No

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**

Note: Once submitted, you will **not** be able to view or edit the data.

< Previous **Next** >

- 9) Select **Import Simple File**.
- 10) Select **Choose File**, Select the file to import.
- 11) Select **OK** to import the file.
- 12) Select **Next** if no errors are identified.

The screenshot shows the 'Simple File Import' interface. At the top, there are three progress indicators: 'HW-3 for Dec-31-2019', 'Hawaii W-2 Submission Method', and 'Hawaii W-2 Submission'. The main heading is 'Simple File Import'. Below it, a paragraph explains the process: '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 file will overwrite all existing records
- Records in the file require additional validation
- A maximum of 1000 records may be imported. Use the EFW2 software to generate the file. To manually add records after the file is imported, click **Add W-2**

Callout 9 points to the **Import Simple File** button.

Callout 10 points to the **Choose File** button in a modal window titled 'Select file to import:'. The modal also shows 'No file chosen' and a 'Required' label.

Callout 11 points to the **OK** button in the modal window.

Callout 12 points to the **Next** button at the bottom right of the interface.

The interface also includes a 'W-2 Detail' section with fields for SSN, Last Name, First Name, and Hawaii Income Tax Wf. There are '+ Add W-2' buttons next to these fields. At the bottom, there are 'Cancel', 'Save Draft', '< Previous', and 'Next >' buttons.

- 13) If errors are identified in the imported file, the error step will appear. See [Errors After File Import](#) for more information on error correction. Select **OK** to continue.

The screenshot shows an 'Errors Exist' dialog box. 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. Callout 13 points to the **OK** button.

14) Review the data populated in the HW-3 step. Complete all fields relevant to filing the HW-3.

- Select **Next** or
- Select **Previous** if corrections to the data are needed.

If applicable, enter the penalty and interest assessed on periodic returns and include these amounts on the Total Payment of Taxes Withheld line.

HW-3 for Dec-31-2019 Hawaii W-2 Submission Method Hawaii W-2 Submission 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	4
Total Wages shown on these forms (include COLA, 3rd party sick leave, and other benefits)	116,046.00
Total Hawaii Income Tax Withheld from Wages shown on these forms	3,268.00
Penalties Assessed on Periodic Returns	0.00
Interest Assessed on Periodic Returns	0.00
Total Amount Due	3,268.00
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	

Cancel Save Draft < Previous **Next** >

15) If applicable, the Penalty and Interest step will appear, allowing you to select **Yes** to include estimated late filing penalty and interest in the total balance due.

16) Select **Next** to proceed to Payment Options.

HW-3 for Dec-31-2019 Hawaii W-2 Submission Method Hawaii W-2 Submission HW-3 Penalty and Interest

Penalty and Interest

The estimated penalty and interest is calculated on the return's taxes due. You may be subject to additional penalty and interest when the return is processed by our system.

Would you like to include the estimated penalty and interest in the Total Amount Due and Payable? No **Yes**

Amount of Taxes now Due and Payable	3,268.00
Penalty	817.00
Interest	1,813.53
Total Amount Due and now Payable	5,898.53

Cancel Save Draft < **16** **Next** >

17) To make a payment, select Bank Account or Credit/Debit Card and select **Next**.

- a) If Credit/Debit Card is selected, you will be directed to a third-party site to enter your payment information. A nonrefundable convenience fee will be automatically added to the credit card payment. Credit card payments cannot be cancelled once submitted. Cancellations must be handled with the credit card provider.

Payment Options

How do you want to pay? *

☐ Bank Account
Use your bank account to make an ACH debit payment

☐ Credit/Debit Card
Use your credit/debit card to make a payment

☐ Pay Later
Do not make a payment at this time

< Previous **Next** >

18) Enter **Password**.

19) Select **Submit**.

Confirm Submission

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

Cancel Save Draft < Previous **Submit**

20) To print a summary of your submission for your records, scroll down and select **Printable View**.

Confirmation

HW-3 Tax Return Submitted



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

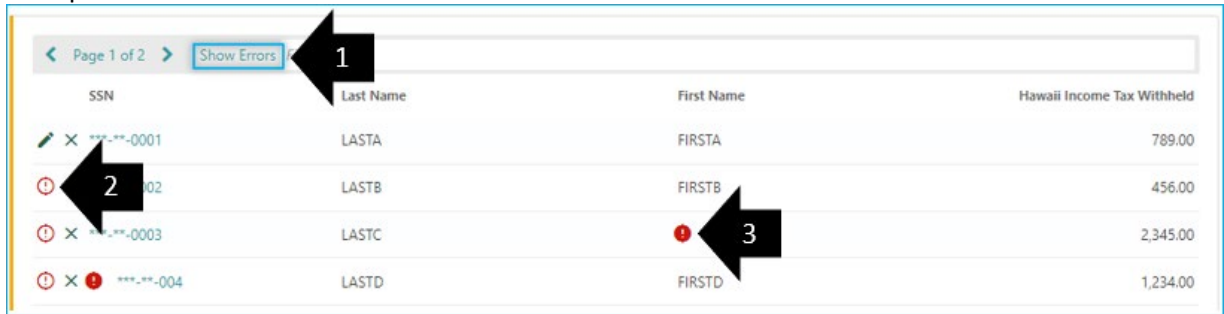
Submission Type	HW-3 Tax Return
Submitted	Jan-02-2026
Confirmation Number	0-001-002-003
Name	EMPLOYERS R US
ID	WH-100-100-0001-01
Filing Period	Dec-31-2019
Total Amount Due	\$6,007.45
Bank Name	FEDERAL CREDIT UNION
Bank Account Number	0001
Routing Number	12345678
Payment Amount	\$6,007.45
Payment Date	Jan-02-2026

Printable View Back to Previous Screen

Errors After File Import

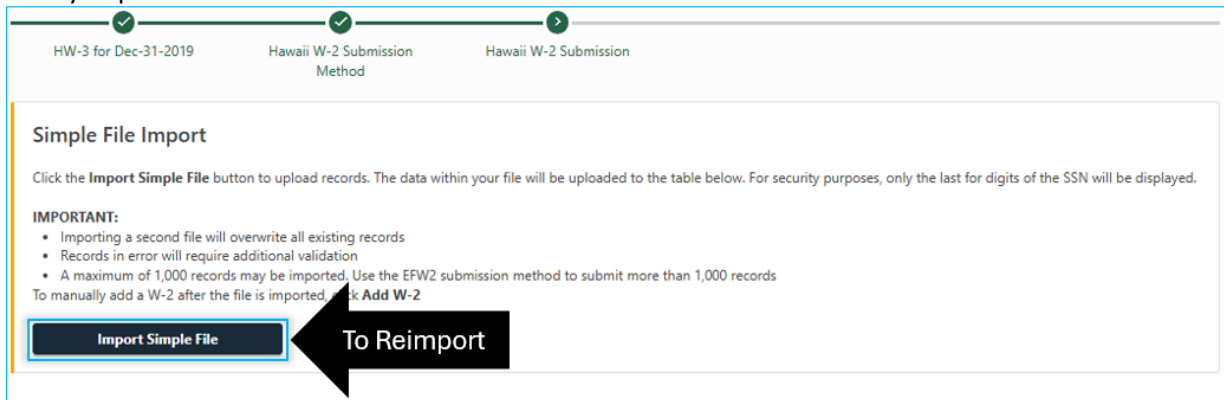
W-2s needing additional attention are indicated in various ways.

- 1) Select **Show Errors** to view only the rows with errors. Note: If your file contains more than 20 W-2s and include errors, the “Show Errors” link will appear. Select **Show All** to return to the complete list.
- 2) The errored row is identified with 
- 3) The specific field is identified with 



SSN	Last Name	First Name	Hawaii Income Tax Withheld
***-**-0001	LASTA	FIRSTA	789.00
***-**-0002	LASTB	FIRSTB	456.00
***-**-0003	LASTC	FIRSTC	2,345.00
***-**-0004	LASTD	FIRSTD	1,234.00

TIP: Identified errors should be corrected in the file and then reimport it by selecting **Import Simple File**. The previously imported data will be overwritten. This ensures the data in the file matches what is submitted.



HW-3 for Dec-31-2019 Hawaii W-2 Submission Method 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.

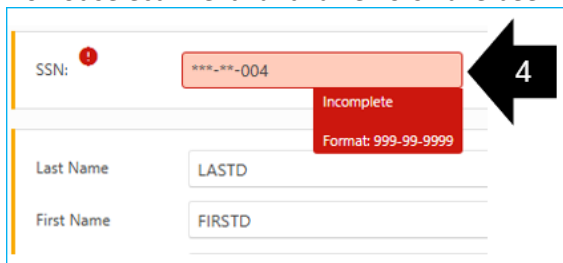
IMPORTANT:


- 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 EFW2 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 **To Reimport**

- 4) Correcting error directly in HTO, select the errored W-2 and the W-2 details screen will appear, make the necessary corrections. Navigate back to the W-2 list and fix all errored W-2s. Do not select “Next” until all errors have been resolved.



SSN:  ***-**-0004

Incomplete
Format: 999-99-9999

Last Name: LASTD

First Name: FIRSTD

Helpful Tips to Prevent Errors

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

- 1) Do not include dashes in Social Security Numbers.
- 2) If the value in Total Wages (column P) is zero, then both Payments Not Included in Total Wages (column R) and Nature of Payment (column S) must be provided.
- 3) Do not include blank rows within your data set. A blank row is interpreted as the end of your file.
- 4) If there is no dollar amount to enter, enter zero in the dollar field. All dollar amounts must be positive.
- 5) All dollar amount fields must include a decimal point if cents are present.
- 6) Do not include dollar signs (\$) or commas in any field.
- 7) If you imported a file but have not submitted it, do not import another file. Importing a new file will override the existing information.
- 8) Sample of SFI worksheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	SSN	Corrected	Corrected SSN	Last Name	First Name	Name	Suffix	Street	Street 2	Unit Type	Unit	City	State	Zip	County	Total Wages	Hawaii Income Tax Withheld	Payments Not Included	Payment Nature
2	555010001			Lasta	Firsta	Mida	Jr	830 Punchbowl St				Honolulu	HI	96813	Honolulu	11000	1000		
3	555020002			Lastb	Firstb	Midb		831 Punchbowl St		Room	112	Honolulu	HI	96813	Honolulu	22000	2000		222 Noncash

Columns A thru G

	A	B	C	D	E	F	G
1	SSN	Corrected	Corrected SSN	Last Name	First Name	Name	Suffix
2	555010001			Lasta	Firsta	Mida	Jr
3	555020002			Lastb	Firstb	Midb	

Columns H thru O

	H	I	J	K	L	M	N	O
1	Street	Street 2	Unit Type	Unit	City	State	Zip	County
2	830 Punchbowl St				Honolulu	HI	96813	Honolulu
3	831 Punchbowl St		Room	112	Honolulu	HI	96813	Honolulu

Columns P thru S

	P	Q	R	S
1	Total Wages	Hawaii Income Tax Withheld	Payments Not Included	Payment Nature
2	11000	1000		
3	22000	2000		222 Noncash

Tab Name

Worksheet tab name must be Main

Main