

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



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Introduction

Simple File Import (SFI) is an approved method by the State of Hawaii Department of Taxation (DOTAX) for submitting General Excise Tax returns (G-45 and G-49), Transient Accommodations Tax returns (TA-1 and TA-2) and Withholding Tax returns (HW-14), starting with the 2020 tax year. Through Hawaii Tax Online (HTO) user can import up to 100 returns at a time using the Excel file format. Payment can be made via HTO or through the Automated Clearing House (ACH) Credit method.

This handbook provides step by step instructions for using the SFI method. It is designed to assist submitters by providing information needed to prepare the worksheet and submit return data accurately.

For transmitters and reporting agents who wish to file electronically by Secure File Transfer Protocol (SFTP), please refer to, *the Bulk Filing System Reporting Agents and Transmitters Handbook, Publication EF-9* at <https://tax.hawaii.gov/eservices/bulk/>.

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

New for 2026

In 2026, the following tax returns will now **require address information**:

General Excise (Form G-49)
Transient Accommodations (Form TA-2)
Withholding Tax Return (HW-14)

Each form's worksheet specifications have been updated to include seven new address-related columns. Please ensure to use the latest worksheets when preparing your SFI returns in 2026. The updated worksheets may also be use when submitting returns for years prior to 2026.

Country and **Unit Type** fields now required special codes. Please refer to the tables located at the end of the document. If incorrect codes are entered, the address information will not be processed correctly.

Registration

New Registration

To register as a Simple File Import (SFI) Reporting Agent:

- 1) Complete and submit Form EF-20, Hawaii Simple File Import (SFI) Reporting Agent Registration.
 - Email the completed form to: tax.efile@hawaii.gov
 - Or mail it to:
Hawaii Department of Taxation
Electronic Processing
P.O. Box 259
Honolulu, HI 96809-0259
- 2) Once your registration has been processed, you will receive a confirmation email.

Amended Registration

If you need to make changes or updates to your registration:

- 1) Submit an amended Form EF-20.
- 2) You may email or mail the amended form using the same contact details listed above.

Simple File Import Specifications

To successfully complete the SFI process, please follow the specifications below for all tax types:

General Specifications

- 1) Submitters must have an HTO logon.
- 2) Each worksheet may contain up to 100 returns.
- 3) Multiple file imports per day are allowed.

Worksheet Specifications

- 1) The workbook may contain multiple tabs, but only one tab named **"Main"** will recognized for import.
- 2) Do not enter return data in the first row, this row is reserved for column headings.
- 3) Do not include formulas and dollar signs (\$) in the fields. Formulas may cause rounding issues.
- 4) Do not include blank rows within your data. A blank row is interpreted as the end of the file.
- 5) Each row represents one return.
- 6) Use a separate column for data element.

- 7) Format:
 - a) Non-currency fields as Text.
 - b) Currency fields as General.
- 8) Do not include dashes in Hawaii Tax ID Number or Federal Employer Identification Number (FEIN).
- 9) If an amount field is left blank, it will be processed as zero.
- 10) Amounts containing cents must include a decimal. All amounts must be positive.

Fields presented as Questions

- 1) The following information will be collected as questions and not as a worksheet column. All returns in the file must share the same values for these fields:

General Excise and Transient Accommodations Tax

- i) Filing Period Month (G-45 and TA-1) or Tax Year Ending Month (G-49 and TA-2): January through December
- ii) Filing Period Year (G-45 and TA-1) or Tax Year Ending Year (G-49 and TA-2): Must be 2020 and not greater than the current year.
- iii) Return Type: Original or Amended
- iv) District (G-45 and G-49): Oahu, Maui, Hawaii, or Kauai

NOTE: Multi district returns are not supported, file separately on HTO.

Withholding Tax

- i) Quarter Ending Month: March, June, September, or December
- ii) Quarter Ending Year: Must be 2020 and not greater than the current year.
- iii) Return Type: Original or Amended

Common Fields

- 1) Hawaii Tax ID Number.
- 2) LAST 4 digits of the FEIN or SSN.
- 3) Amended fields (AMD) will be displayed only when the file is marked Amended.
- 4) Name and address fields are required for forms G-49, TA-2 and HW-14.
- 5) Country and Unit Type fields require special codes. Refer to the **Country Code** and **Unit Type** tables located at the end of the document.

General Excise Tax (GET)

- 6) Supported business activities:
 - a) Retailing
 - b) Services Including Professional
 - c) Transient Accommodations Rentals
 - d) Other Rentals
 - e) Interest and All Others
- 7) The following lines are 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)
- 8) Including amended fields in an original return will result in an error.
 - a) G-45: Column AI, (Part VI-Total Amount) must be -0- if return is marked Original.
 - b) G-49: Column AL, (Part VI-Net Payments Made) must be -0- if the return is marked Original.
- 9) Schedule GE Activity codes: Use 8, 9, 13, 14 or 15. You do not need to specify the part of the return. Multiple entries of the same code are 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) Part III, Cruise Fare Occupancy Tax is not supported in SFI.

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.

Return Line or Section	Column	Field	Field Specifications
31	AJ	VI-AMD Total Pymts	###,###,###,###.##
32	AK	VI-AMD Refund	###,###,###,###.##
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 BK 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
Header	D	Country	Limit to 3 Characters*
Header	E	Street	Limit to 100 Characters
Header	F	Unit Type (Apt, Bldg...)	Limit to 4 Characters**
Header	G	Unit	Limit to 30 Characters
Header	H	City	Limit to 100 Characters
Header	I	State	Limit to 100 Characters
Header	J	Zip	##### - #####
8	K	II-Retailing [A]	###,###,###,###.##
8	L	II-Retailing [B]	###,###,###,###.##
8	M	II-Retailing [C]	###,###,###,###.##
9	N	II-Svc Inc Prof [A]	###,###,###,###.##
9	O	II-Svc Inc Prof [B]	###,###,###,###.##
9	P	II-Svc Inc Prof [C]	###,###,###,###.##
13	Q	II-TA Rentals [A]	###,###,###,###.##
13	R	II-TA Rentals [B]	###,###,###,###.##
13	S	II-TA Rentals [C]	###,###,###,###.##
14	T	II-Other Rentals [A]	###,###,###,###.##
14	U	II-Other Rentals [B]	###,###,###,###.##

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

*See Country Code table and ** See Unit Type table located on pages 17-19.

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	####
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	###,###,###,###.##
13	T	IV-Total Taxable	###,###,###,###.##
15	U	IV-Total Taxes Due	###,###,###,###.##
16	V	V-AMD Penalty Assessed	###,###,###,###.##
16	W	V- AMD Interest Assessed	###,###,###,###.##
17	X	V-AMD Total Amt	###,###,###,###.##
18	Y	V-AMD Pymts	###,###,###,###.##
19	Z	V-AMD Refund	###,###,###,###.##
20	AA	V-AMD Add'l Tax Due	###,###,###,###.##
21	AB	VI-Late File Penalty	###,###,###,###.##
21	AC	VI-Late File Interest	###,###,###,###.##
22	AD	VI-Total Amt Due	###,###,###,###.##
Part VII	AE	VII-E/D District 1	#
Part VII	AF	VII-E/D Code 1	###
Part VII	AG	VII-E/D Amt 1	###,###,###,###.##
Part VII	AH	VII-E/D District 2	#
Part VII	AI	VII-E/D Code 2	###
Part VII	AJ	VII-E/D Amt 2	###,###,###,###.##
Part VII	AK	VII-E/D District 3	#
Part VII	AL	VII-E/D Code 3	###
Part VII	AM	VII-E/D Amt 3	###,###,###,###.##
Part VII	AN	VII-E/D District 4	#
Part VII	AO	VII-E/D Code 4	###
Part VII	AP	VII-E/D Amt 4	###,###,###,###.##

Return Line or Section	Column	Field	Field Specifications
Part VII	AQ	VII-Total Exemp/Ded	###,###,###,###.##

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

NOTE: If Columns D through BC 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
Header	D	Country	Limit to 3 Characters*
Header	E	Street	Limit to 100 Characters
Header	F	Unit Type (Apt, Bldg...)	Limit to 4 Characters**
Header	G	Unit	Limit to 30 Characters
Header	H	City	Limit to 100 Characters
Header	I	State	Limit to 100 Characters
Header	J	Zip	##### - ####
1	K	I-TA Oahu Gross [A]	###,###,###,###.##
1	L	I-TA Oahu Ex/Ded [B]	###,###,###,###.##
1	M	I-TA Oahu Taxable [C]	###,###,###,###.##
2	N	I-TA Maui Gross [A]	###,###,###,###.##
2	O	I-TA Maui Ex/Ded [B]	###,###,###,###.##
2	P	I-TA Maui Taxable [C]	###,###,###,###.##
3	Q	I-TA Hawaii Gross [A]	###,###,###,###.##
3	R	I-TA Hawaii Ex/Ded [B]	###,###,###,###.##
3	S	I-TA Hawaii Taxable [C]	###,###,###,###.##
4	T	I-TA Kauai Gross [A]	###,###,###,###.##
4	U	I-TA Kauai Ex/Ded [B]	###,###,###,###.##
4	V	I-TA Kauai Taxable [C]	###,###,###,###.##
5	W	II-TSO Oahu	###,###,###,###.##
6	X	II-TSO Maui, Mol, Lan	###,###,###,###.##
7	Y	II-TSO Hawaii	###,###,###,###.##
8	Z	II-TSO Kauai	###,###,###,###.##
13	AA	IV-Total Taxable	###,###,###,###.##
15	AB	IV-Total Taxes Due	###,###,###,###.##
16	AC	V-Penalty Assessed	###,###,###,###.##
16	AD	V-Interest Assessed	###,###,###,###.##
17	AE	V-Total Amt	###,###,###,###.##
18	AF	V-Pymts Less Refunds	###,###,###,###.##
19	AG	V-AMD Cr on Orig Ret	###,###,###,###.##
20	AH	V-Net Pymts	###,###,###,###.##
21	AI	V-Refund	###,###,###,###.##
22	AJ	V-Add'l Taxes Due	###,###,###,###.##
23	AK	VI-Penalty	###,###,###,###.##
23	AL	VI-Interest	###,###,###,###.##

Return Line or Section	Column	Field	Field Specifications
24	AM	VI-Total Amt Due	###,###,###,###.##
Part VIII-1	AN	VIII-Gross Rental or Rental Proceeds	###,###,###,###.##
Part VIII-2	AO	VIII-GE Visibly Passed On	###,###,###,###.##
Part VIII-3	AP	VIII-Gross Proceeds	###,###,###,###.##
Part VII	AQ	VII-E/D District 1	#
Part VII	AR	VII-E/D Code 1	###
Part VII	AS	VII-E/D Amt 1	###,###,###,###.##
Part VII	AT	VII-E/D District 2	#
Part VII	AU	VII-E/D Code 2	###
Part VII	AV	VII-E/D Amt 2	###,###,###,###.##
Part VII	AW	VII-E/D District 3	#
Part VII	AX	VII-E/D Code 3	###
Part VII	AY	VII-E/D Amt 3	###,###,###,###.##
Part VII	AZ	VII-E/D District 4	#
Part VII	BA	VII-E/D Code 4	###
Part VII	BB	VII-E/D Amt 4	###,###,###,###.##
Part VII	BC	VII-Total Exemp/Ded	###,###,###,###.##

*See Country Code table and ** See Unit Type table located on pages 17-19.

Withholding Tax (HW-14)

NOTE: If Columns L through S 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
Header	D	Country	Limit to 3 Characters*
Header	E	Street	Limit to 100 Characters
Header	F	Unit Type (Apt, Bldg...)	Limit to 4 Characters**
Header	G	Unit	Limit to 30 Characters
Header	H	City	Limit to 100 Characters
Header	I	State	Limit to 100 Characters
Header	J	Zip	##### - #####
Header	K	FINAL Return Date	MM – YY – YYYY
1	L	Wages	##,###,###,###.##
2	M	Hawaii Withheld	##,###,###,###.##
3	N	Payment Made	##,###,###,###.##
4	O	Refund	##,###,###,###.##
5	P	Taxes Due	##,###,###,###.##
6a	Q	Late Filing Penalty	##,###,###,###.##
6b	R	Late Filing Interest	##,###,###,###.##
7	S	Total Due	##,###,###,###.##

*See Country Code table and ** See Unit Type table located on pages 17-19.

Importing Your File

Below are step-by-step instructions for importing a workbook. Note: If you import a workbook but do not submit it, and then import a different workbook, the first one will be overwritten.

The spreadsheet tab name must be **"Main"** and only one tab with this name is allowed in the workbook. Any other tabs containing data will not be imported. The workbook may contain multiple tabs. The spreadsheet tab that is recognized for import must be named **"Main"**.

	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							

MAIN	ID Info	Payment Info	Contact Info	+
------	---------	--------------	--------------	---

- 1) Create a .xlsx file for import.
- 2) Log in 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 displays the Hawaii Tax Online homepage. At the top, a navigation bar includes 'Favorites', 'Accounts', 'Action Center', 'Settings', and 'More...'. A black arrow labeled '3' points to the 'More...' tab. Below the navigation bar is a search bar and three main tiles: 'Submissions', 'Correspondence', and 'Payments and Returns'. The 'Payments and Returns' tile is highlighted with a blue box, and a black arrow labeled '4' points to the 'Import G-45' link within its list. At the bottom of the page, a modal window titled 'Introduction' is open, showing 'About This Submission' and a 'Next' button. A black arrow labeled '5' points to the 'Next' button.

- 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**.

Return Information

To begin the file import process, please enter the following information. All returns in the file must be for the same Filing Period, Return Type (Original or Amended) and District.

6 for GE

Filing Period Month *
Required

Filing Period Year *
Required

Return Type *
Required

District *
Required

6 for TA

Filing Period Month *
Required

Filing Period Year *
Required

Return Type *
Required

6 for WH

Quarter Ending Month *
Required

Quarter Ending Year *
Required

Return Type *
Required

Cancel Previous **Next**

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

Import

Click the **Import Simple File** button to upload records. The data within your file will be uploaded to the table below.

Important:

- A blank field in the columns designated for the G-45 return will be processed as zero
- Importing a second file will overwrite all existing records
- Records in error will require additional validation
- A maximum of 100 records may be imported
- Please correct errors before selecting the Next button. Records with errors will be rejected
- An Invalid Hawaii Tax ID Combination error means the tax ID provided is not in our system

8

Import Simple File

9

Select file to import:

Choose File No file chosen

10

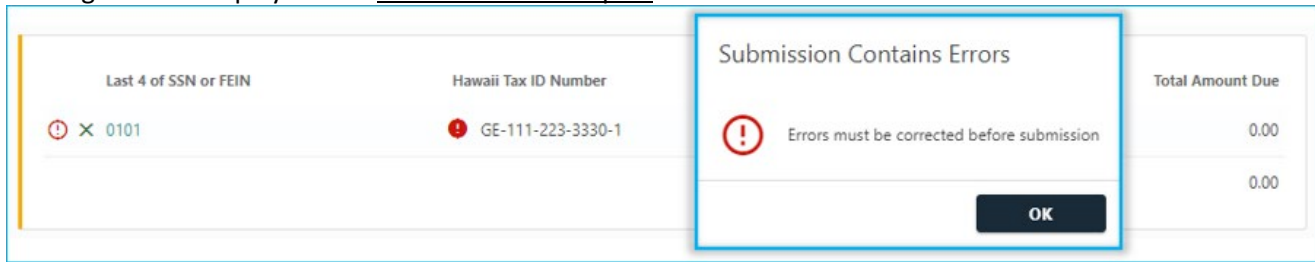
Cancel OK

Last 4 of SSN or FEIN Hawaii Tax Total Amount Due

Cancel Previous **Next**

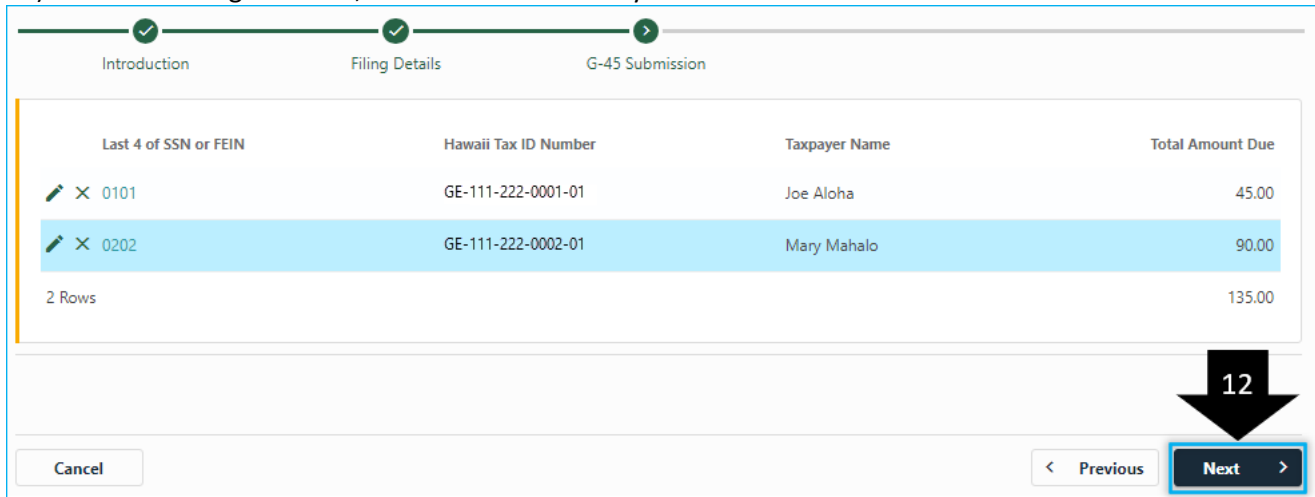
11

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.



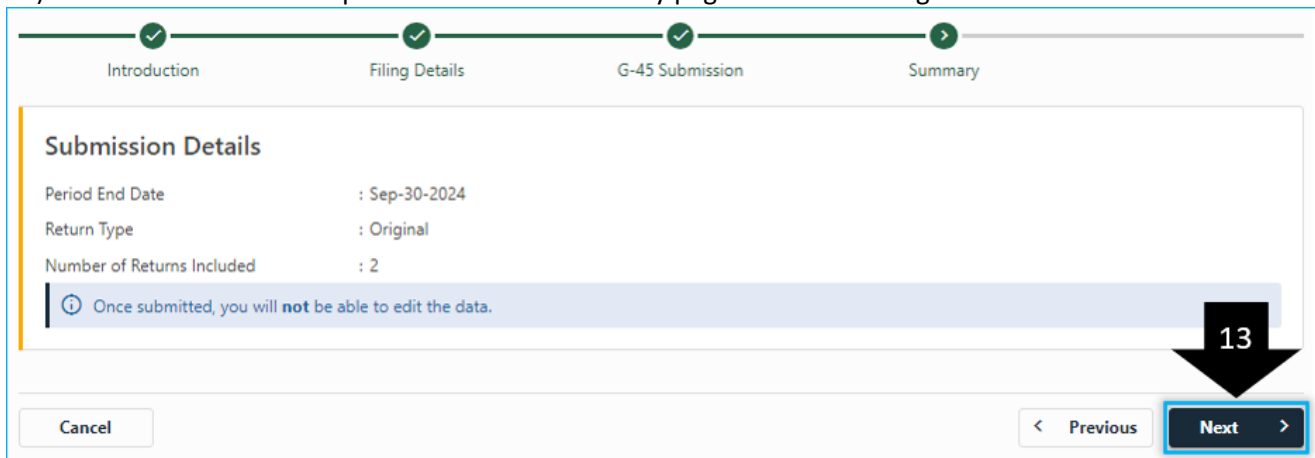
Last 4 of SSN or FEIN	Hawaii Tax ID Number	Total Amount Due
 0101	 GE-111-223-3330-1	0.00
		0.00

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

14

15

Cancel < Previous Submit

16) To print a copy of the SFI submission; scroll down and select **Printable View**.

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	Jan-05-2026
Confirmation Number	0-123-456-789

Want to View Your Submission?

You can access your submission at any time. To do so, from the main page select the **More...** tab and select **Search Submissions**.

16

Printable View Back to Previous Screen

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.

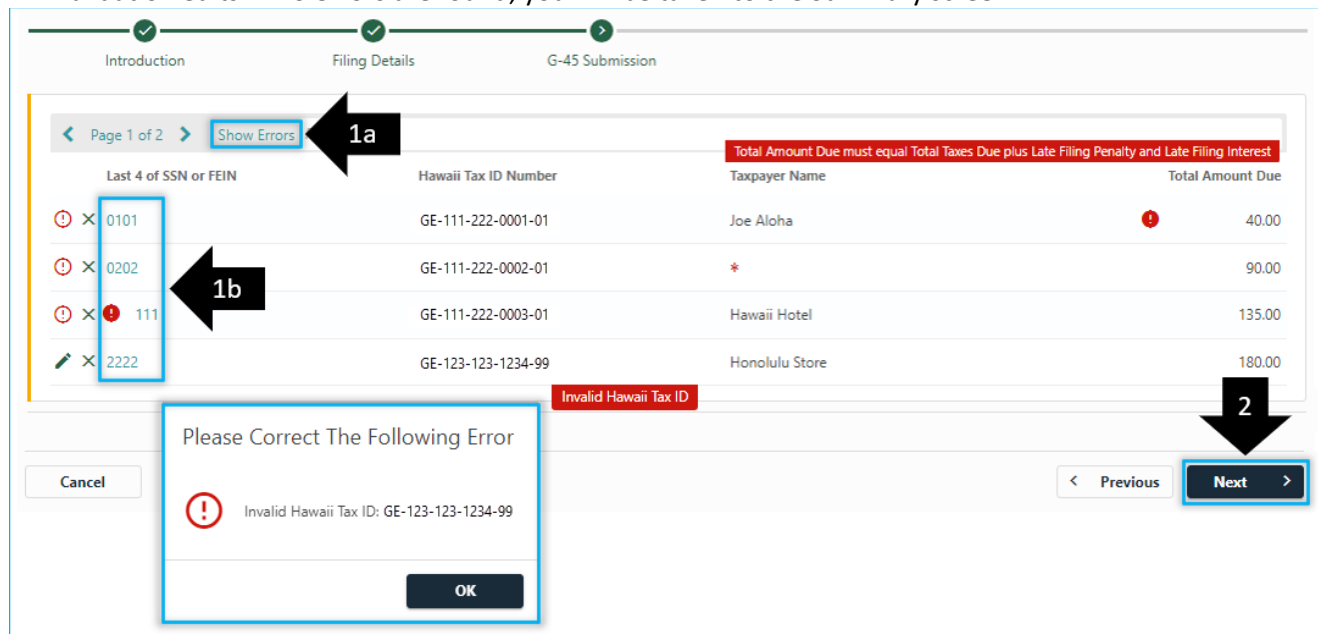
Return with error will be identified by these symbols:   *

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) Select **Show Errors** to view only rows with errors. Note: if your file contains more than 20 returns and include errors, the **Show Errors** link will appear. 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'. The 'Filing Details' section is active, showing a table of returns. A red banner at the top right states: 'Total Amount Due must equal Total Taxes Due plus Late Filing Penalty and Late Filing Interest'. The table has columns: 'Last 4 of SSN or FEIN', 'Hawaii Tax ID Number', 'Taxpayer Name', and 'Total Amount Due'. The first three rows have error icons (red exclamation mark) in the 'Last 4 of SSN or FEIN' column. The fourth row has a green checkmark icon. A modal dialog is open, titled 'Please Correct The Following Error', with a red exclamation mark icon and the text 'Invalid Hawaii Tax ID: GE-123-1234-99'. The dialog has 'Cancel' and 'OK' buttons. Arrows labeled '1a', '1b', and '2' point to the 'Show Errors' button, the 'Last 4 of SSN or FEIN' column, and the 'Next' button respectively.

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

Invalid Hawaii Tax ID

Please Correct The Following Error

Invalid Hawaii Tax ID: GE-123-1234-99

OK

Self-Testing

You may conduct self-testing once you receive your approval email. Log in 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 view any 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 after 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 – Requires access to each client's HTO account. Once entered, payment information can be saved for future use.
- 2) Non-Logged on – Does not require access to each client's HTO account. 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 to make 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 are available at:

<https://tax.hawaii.gov/eservices/>

Paper Check

- 1) Your clients may pay by paper check separately for each tax account. Download Form VP-1 (Tax Payment Voucher) from tax.hawaii.gov. 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.

Country and Unit Type Codes

Country and Unit Type fields require special codes. If incorrect codes are entered, the address information will not be processed correctly.

Unit Codes

UNIT TYPE	CODE	UNIT TYPE	CODE	UNIT TYPE	CODE	UNIT TYPE	CODE
#	#	Hangar	HNGR	Penthouse	PH	Stop	STOP
Apartment	APT	Key	KEY	Pier	PIER	Suite	STE
Basement	BSMT	Lobby	LBLY	Rear	REAR	Trailer	TRLR
Building	BLDG	Lot	LOT	Room	RM	Unit	UNIT
Department	DEPT	Lower	LOWR	Side	SIDE	Upper	UPPR
Floor	FL	Number	NUM	Slip	SLIP		
Front	FRNT	Office	OFC	Space	SPC		

Country Codes

Country	Code	Country	Code	Country	Code	Country	Code
Afghanistan	AFG	Dominica	DOM	Lesotho	LES	San Marino	SAO
Åland Islands	ALA	Dominican Republic	DON	Liberia	LIA	Scotland	SCT
Albania	ALB	Ecuador	ECU	Libya	LIB	Senegal	SEN
Algeria	ALG	Egypt	EGY	Liechtenstein	LIE	Serbia	SER
American Samoa	AME	England	ENG	Lithuania	LIT	Seychelles	SEY
Anguilla	ANA	Equatorial Guinea	EQU	Luxembourg	LUX	South Georgia-Sandwich Islands	SGS
Antigua-Barbuda	ANB	Eritrea	ERI	Macau	MAC	Sierra Leone	SIL
Andorra	AND	El Salvador	ESR	Madagascar	MAD	Singapore	SIN
Angola	ANG	Estonia	EST	Macedonia	MAE	Svalbard and Jan Mayen	SJM
Antarctica	ANT	Ethiopia	ETH	Marshall Islands	MAH	St. Kitts Nevis	SKN
Argentina	ARG	Falkland Islands (Malvinas)	FAL	Mali	MAI	South Korea	SKO
Armenia	ARM	Faroe Islands	FAR	Malaysia	MAL	Sri Lanka	SLA
Aruba	ARU	Fiji	FIJ	Martinique	MAR	Slovakia	SLO
Austria	AUA	Finland	FIN	Maldives	MAS	Slovenia	SLV
Australia	AUS	France	FRA	Mauritania	MAU	Solomon Islands	SOI
Azerbaijan	AZE	French Guiana	FRG	Malawi	MAW	Somalia	SOM
Bangladesh	BAG	French Polynesia	FRP	Mayotte Island	MAY	Spain	SPA
Bahamas	BAH	French Southern Territories	FST	Mexico	MEX	St. Pierre and Miquelon	SPM
Bahrain	BAN	Gabon	GAB	Federated States of Micronesia	MIC	South Sudan	SSD
Barbados	BAR	Gambia	GAM	Mongolia	MOA	St. Lucia	STA
Belgium	BEL	Georgia	GEO	Monaco	MOC	St. Helena	STH
Benin	BEN	Germany	GER	Republic Of Moldova	MOL	Sao Tome and Principe	STP
Bermuda	BER	Ghana	GHA	Montserrat	MON	Sudan	SUD
Belarus	BES	Gibraltar	GIB	Montenegro	MOO	Suriname	SUR
Belize	BEZ	Grenada	GRA	Morocco	MOR	St. Vincent and the Grenadines	SVG
Bhutan	BHU	Greenland	GRD	Mozambique	MOZ	Eswatini	SWA
St. Barthélemy	BLM	Greece	GRE	Mauritius	MRS	Sweden	SWE
Bolivia	BOL	Guatemala	GUA	Malta	MTA	Switzerland	SWI
Bosnia And Herzegovina	BOS	Guinea-Bissau	GUB	Myanmar	MYA	Sint Maarten	SXM
Botswana	BOT	Guadeloupe	GUE	Namibia	NAM	Syrian Arab Republic	SYR
Bouvet Island	BOU	Guinea	GUI	Nauru	NAU	Turks and Caicos Islands	TAC
Bonaire, Sint Eustatius & Saba	BQS	Guam	GUM	New Caledonia	NEC	Taiwan	TAI

Country	Code	Country	Code	Country	Code	Country	Code
Brazil	BRA	Guernsey	GUS	Nepal	NEP	Tajikistan	TAJ
British Indian Ocean Territory	BRI	Guyana	GUY	Netherlands	NET	Tanzania	TAN
Brunei Darussalam	BRU	Haiti	HA	New Zealand	NEZ	Trinidad and Tobago	TAT
Bulgaria	BUL	Heard Island-McDonald Islands	HMI	Nicaragua	NIC	Thailand	THA
Burkina Faso	BUP	Hong Kong	HOK	Nigeria	NIG	Timor-Leste	TIL
Burundi	BUR	Honduras	HON	Northern Ireland	NIL	Togo	TOG
Cambodia	CAA	Holy See (Vatican City State)	HOS	Niger	NIR	Tokelau	TOK
Cayman Islands	CAI	Hungary	HUN	Niue	NIU	Tonga	TON
Cameroon	CAM	Iceland	ICE	Northern Mariana Islands	NMI	Turkmenistan	TUK
Canada	CAN	Indonesia	INA	Norfolk Island	NOI	Tunisia	TUN
Central African Republic	CAR	India	IND	Norway	NOR	Turkey	TUR
Cape Verde	CAV	Iran	IRA	Oman	OMA	Tuvalu	TUV
Congo, The Democratic Republic	CDR	Ireland	IRE	Pakistan	PAK	United Arab Emirates	UAE
Chad	CHA	Iraq	IRQ	Palau	PAL	Uganda	UGA
Chile	CHE	Isle Of Man	ISM	Panama	PAN	Ukraine	UKR
China	CHI	Israel	ISR	Paraguay	PAR	United Kingdom	UNK
Christmas Island	CHR	Italy	ITA	Occupied Palestinian Territory	PAT	Uruguay	URU
Côte D'Ivoire	CIV	Jamaica	JAM	Peru	PER	USA	USA
Cocos (Keeling) Islands	COC	Japan	JAP	Philippines	PHI	US Minor Outlying Islands	USM
Congo	COG	Jersey	JER	Pitcairn	PIT	Uzbekistan	UZB
Colombia	COL	Jordan	JOR	Papua New Guinea	PNG	Vanuatu	VAN
Comoros	COM	Kazakhstan	KAZ	Poland	POL	Venezuela	VEN
Cook Islands	COO	Kenya	KEN	Portugal	POR	Virgin Islands, British	VIB
Costa Rica	CRA	Kiribati	KIR	Qatar	QAT	Viet Nam	VIN
Croatia	CRO	North Korea	KOR	Réunion Island	REU	Virgin Islands, U.S.	VIU
Cuba	CUB	Republic of Kosovo	KOS	Romania	ROM	Wallis-Futuna	WAF
Curaçao	CUW	Kuwait	KUW	Russia	RUS	Wales	WAL
Cyprus	CYO	Kyrgyzstan	KYR	Rwanda	RWA	Western Sahara	WSA
Czech Republic	CZE	Laos	LAO	Saudi Arabia	SAA	Yemen	YEM
Denmark	DEN	Latvia	LAT	South Africa	SAF	Zambia	ZAM
Djibouti	DJI	Lebanon	LEB	Samoa	SAM	Zimbabwe	ZIM