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 Kalanianaole 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), Individual Taxpayer Identification Number (ITIN), 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, ITIN, and FEIN.
9) If you are using Microsoft Excel to create your file and have an SSN, ITIN or Zip Code 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 / ITIN	#########
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 (Apt, Bldg…)	Limit to 100 Characters
I	Unit	Limit to 30 Characters
J	City	Limit to 100 Characters
K	State	Limit to 100 Characters
L	Zip	#####-####

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)**.

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

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 inac**

| 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**.

9) Method of Submission, select **Simple File Import**.

10) Select **Next**.

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

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**.

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.

	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
+	Add Property Owner				

2 Rows

+ Add Prope‌‍er

15

Cancel   Save Draft   ‹ Previous   **Next** ›

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**.

✓ Account Selection ——— ✓ Submission Method ——— ✓ Form RCA-1 Submission ——— › Supporting Documents

Optional Attachment

Filing copies of rent collection agreements or previously issued Forms 1099 is optional if a rent collector completes and files Form RCA-1 for each year in which the rent collector was authorized to collect rents on behalf of a property owner by March 31 following the close of the calendar year in which the rent collector was authorized to collect rents.

Attachments

@ Add Attachment

Type	Name	Size

There are no attachments.

@ **Add Attachment**   **16**

Cancel   Save Draft   ‹ Previous   **Next** ›

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

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

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

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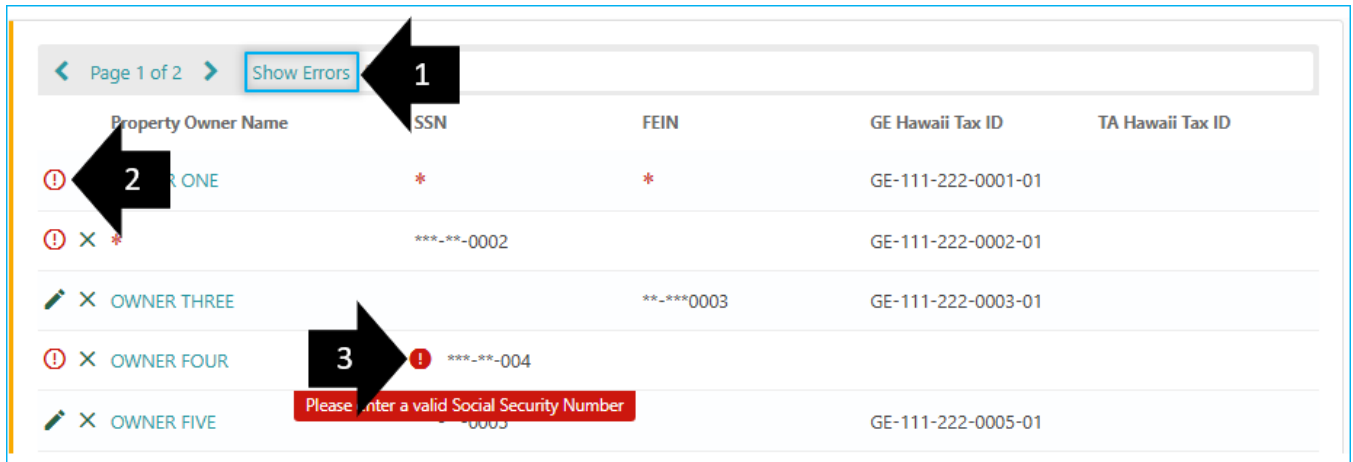
Errors After File Import

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.
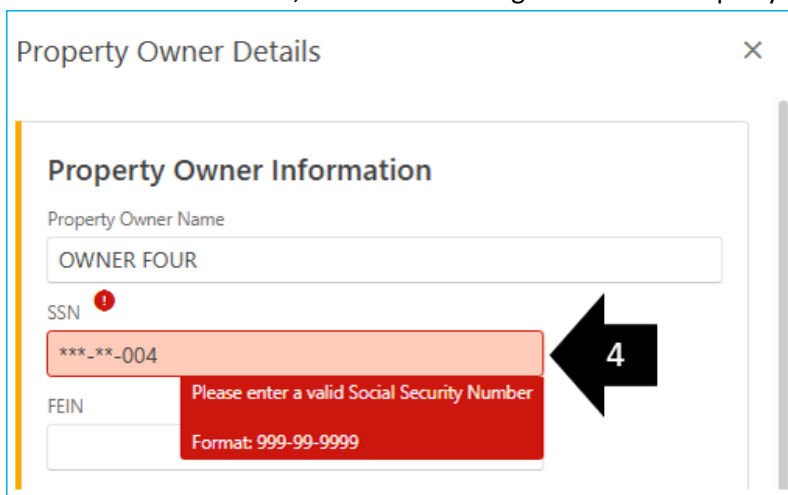
2) The errored row is identified with ⓘ

3) The specific field is identified with ❗

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.

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) Examples of Unit Type for column H

#	Office
Apartment	Penthouse
Basement	Pier
Building	Rear
Department	Room
Floor	Side
Front	Slip
Hangar	Space
Key	Stop
Lobby	Suite
Lot	Trailer
Lower	Unit
Number	Upper

3) On the spreadsheet; rename Sheet1 tab to Main.
4) Sample of the Simple File Import Layout:

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

MAIN ⊕