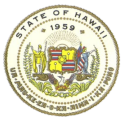


Publication EF-14
(03/2021)

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

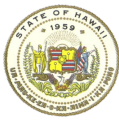




Release Date 06/30/2020 (V1.0)

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SECTION 1: INTRODUCTION

Simple File Import (SFI) will be a 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, uploaded via Hawaii Tax Online (HTO) in an Excel file format, will allow you to submit a maximum of 100 returns at one time. Payment is supported through HTO and Automated Clearing House (ACH) credit.

HTO SFI eliminates the requirement to submit hardcopy documents, reduces administrative cost, and is FREE!!

This handbook provides step by step instructions for SFI only. For Withholding Bulk File instructions (supports imports of more than 100 returns), please see [Publication EF-9](#).

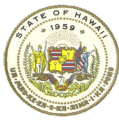
SECTION 2: CONTACT INFORMATION

For general information and inquiries relating to SFI, contact us at **808-587-4242** or **taxpayer.services@hawaii.gov**.

For technical information or to register, email the Electronic Processing Section 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 on all State of Hawaii holidays. Holidays that fall on Saturdays are observed on the preceding Friday; holidays that fall on Sundays are observed on the following Monday.

Holiday	Official Date Designated in Statute/Constitution
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 I 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 November 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

SECTION 3: REGISTRATION

1) NEW

Complete and submit Form EF-20, Hawaii Simple File Import (SFI) Reporting Agent Registration, form to tax.efile@hawaii.gov or:

Hawaii Department of Taxation
Electronic Processing Section
P.O. Box 259
Honolulu, HI 96809-0259

The Electronic Processing Section will contact you once your registration has been completed.

2) AMENDED

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

SECTION 4: SIMPLE FILE IMPORT SPECIFICATIONS

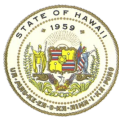
To complete the SFI process successfully, you must adhere to the following specifications for all tax types:

1) GENERAL SPECIFICATIONS

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

2) WORKSHEET SPECIFICATIONS

- a) 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.
- b) The first row is reserved for column headings. Return data entered in Row 1 will result in a failure to import.
- c) Each row represents one return.
- d) A separate column must be used for each piece of information.
- e) File type must be Microsoft Excel (.xlsx). The workbook's worksheet tab must be named "MAIN."
- f) Non-currency fields should be formatted as a text.



- g) Do not include dashes in Hawaii Tax ID Number and Federal Identification Number (FEIN).
- h) Do not include duplicate Hawaii Tax ID Numbers.
- i) If an amount field is imported as blank, the system will process it as zero.
- j) Amounts containing cents must contain a decimal.
- k) All amounts must be positive.

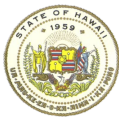
3) FIELDS PRESENTED AS QUESTIONS

The following items 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
 - 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): Year cannot be less than 2020 or greater than the current year
 - iii. Return Type: Original or Amended
 - iv. District (G-45 and G-49): Oahu, Maui, Hawaii, or Kauai
 - Multi district returns are not supported as SFI. Please file individually on HTO.
- b) Withholding Tax
 - i. Quarter Ending Month: March, June, September, or December
 - ii. Quarter Ending Year: Year cannot be less than 2020 or greater than the current year.
 - iii. Return Type: Original or Amended

4) GENERAL EXCISE TAX

- a) Activities supported by the GE SFI are:
 - i. Retailing
 - ii. Services Including Professional
 - iii. Transient Accommodations Rentals
 - iv. Other Rentals
 - v. Interest and All Others
- b) The Hawaii Tax ID and the LAST 4 of the FEIN or the SSN must be present.
- c) Lines not supported on the worksheet but automatically calculated and presented in HTO to assist with error correction:
 - i. G-45: Line 24 (amount from Part II Line 17) and 27 (County Surcharge Tax)
 - ii. G-49: Line 27 (County Surcharge Tax)
- d) 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.
 - i. G-45: Column AC, VI-Total Amount. (If the file is marked as original and the column AI-Total Amount field is greater than -0- it will be automatically changed to -0-).



- ii. G-49: Column AI, VI-Net Payments Made. (If the file is marked as original and the column AI-Net Payments Amount field is greater than -0- it will be automatically changed to -0-).
- e) 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 AN, AQ, AT OR AW
 - b. G-49: worksheet columns AQ, AU, AY or BC

5) TRANSIENT ACCOMMODATIONS TAX

- a) The Hawaii Tax ID and the LAST 4 of the FEIN or the SSN must be present.
- b) 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.

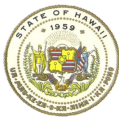
SECTION 5: WORKSHEET SPECIFICATIONS

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

1) GENERAL EXCISE/USE TAX (G-45)

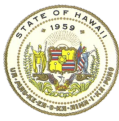
NOTE: If any Column D through AVY is not imported with an amount, it will be processed as zero.

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	###,###,###,###.##
15	Q	II-Interest and All Others	###,###,###,###.##



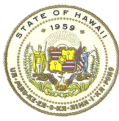
Return Line or Section	Column	Field	Field Specifications
15	R	II-Interest and All Others	###,###,###,###,##
17	PS	II-Sum of Part 2	###,###,###,###,##
19	QT	IV-CS Oahu [A]	###,###,###,###,##
19	RU	IV-CS Oahu [B]	###,###,###,###,##
19	SV	IV-CS Oahu [C]	###,###,###,###,##
21	TW	IV-CS Hawaii [A]	###,###,###,###,##
21	UX	IV-CS Hawaii [B]	###,###,###,###,##
21	YV	IV-CS Hawaii [C]	###,###,###,###,##
22	WZ	IV CS-Kauai [A]	###,###,###,###,##
22	XAA	IV-CS Kauai [B]	###,###,###,###,##
22	YAB	IV-CS Kauai [C]	###,###,###,###,##
28	ZAC	VI-Total Taxes Due	###,###,###,###,##
29	AAAD	VI-AMD Penalty Assessed	###,###,###,###,##
29	ABAE	VI-AMD Interest Assessed	###,###,###,###,##
30	ACAF	VI-Total Amt	###,###,###,###,## Note: This field will be used for Amended returns only.
31	ADAG	VI-AMD Total Pymts	###,###,###,###,##
32	AEAH	VI-AMD Refund	###,###,###,###,##
33	AFAI	VI-AMD Add'l Taxes Due	###,###,###,###,##
34	AGAJ	VI-Late Filing Penalty	###,###,###,###,##
34	AHAK	VI-Late Filing Interest	###,###,###,###,##
35	AIAL	VI-Total Amt Due	###,###,###,###,##
37	AJAM	VI-Grand Total of Exemp/Ded	###,###,###,###,##
Part I	AKAN	Sch GE I-Activity 1	##
Part I	ALAO	Sch GE I-ED Code 1	###
Part I	AMAP	Sch GE I-Amt 1	###,###,###,###,##
Part I	ANAQ	Sch GE I-Activity 2	##
Part I	AQAR	Sch GE I-ED Code 2	###
Part I	APAS	Sch GE I-Amt 2	###,###,###,###,##
Part I	AQAT	Sch GE I-Activity 3	##
Part I	ARAU	Sch GE I-ED Code 3	###
Part I	ASAV	Sch GE I-Amt 3	###,###,###,###,##
Part I	ATAW	Sch GE I-Activity 4	##
Part I	AUAX	Sch GE I-ED Code 4	###
Part I	AVAY	Sch GE I-Amt 4	###,###,###,###,##

2) GENERAL EXCISE TAX/USE ANNUAL RETURN & RECONCILIATION (G-49)



NOTE: If any Column D through BA is 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]	###,###,###,###.##
19	V	IV-CS Oahu [C]	###,###,###,###.##
21	W	IV-CS Hawaii [A]	###,###,###,###.##
21	X	IV-CS Hawaii [B]	###,###,###,###.##
21	Y	IV-CS Hawaii [C]	###,###,###,###.##
22	Z	IV CS-Kauai [A]	###,###,###,###.##
22	AA	IV-CS Kauai [B]	###,###,###,###.##
22	AB	IV-CS Kauai [C]	###,###,###,###.##
28	AC	VI-Total Taxes Due	###,###,###,###.##
29	AD	VI-Penalty Assessed	###,###,###,###.##
29	AE	VI-Interest Assessed	###,###,###,###.##
30	AF	VI-Total Amt	###,###,###,###.## Note: This field will be used for Amended Return Only
31	AG	VI- Total Pymts	###,###,###,###.##
32	AH	VI-AMD Cr Claimed on Orig Ret	###,###,###,###.## Note: This field will be used for Amended returns only.
33	AI	VI-Net Pymts	###,###,###,###.##

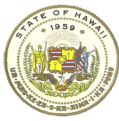


Return Line or Section	Column	Field	Field Specifications
34	AJ	VI-Refund	###,###,###,###.##
35	AK	VI-Add'l Taxes Due	###,###,###,###.##
36	AL	VI-Late Filing Penalty	###,###,###,###.##
36	AM	VI-Late Filing Interest	###,###,###,###.##
37	AN	VI-Total Amt Due	###,###,###,###.##
39	AO	VI-Grand Total of Exemp/Ded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

3) TRANSIENT ACCOMMODATIONS TAX (TA-1)

NOTE: If any Columns D through AQ is not imported with an amount, it will be processed as zero.

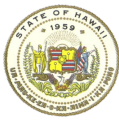
Return Line or Section	Column	Field	Field Specifications
Header	A	Hawaii Tax ID Number	TA#####
Header	B	Last 4 of FEIN or SSN	####
Header	C	Name	Limit to 75 characters
1	D	I-TA Oahu Gross [A]	###,###,###,###.##
1	E	I-TA Oahu Ex/Ded [B]	###,###,###,###.##
1	F	I-TA Oahu Taxable [C]	###,###,###,###.##
2	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]	###,###,###,###.##



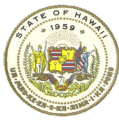
Return Line or Section	Column	Field	Field Specifications
4	M	I-TA Kauai Gross [A]	###,###,###,###.##
4	N	I-TA Kauai Ex/Ded [B]	###,###,###,###.##
4	O	I-TA Kauai Taxable [C]	###,###,###,###.##
5	P	II-TSO Oahu	###,###,###,###.##
6	Q	II-TSO Maui, Mol, Lan	###,###,###,###.##
7	R	II-TSO Hawaii	###,###,###,###.##
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	###,###,###,###.##

4) TRANSIENT ACCOMMODATIONS TAX ANNUAL RETURN AND RECONCILIATION (TA-2)

NOTE: If any Columns D through AQ is 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	###,###,###,###.## Note: This field will be used for Amended Return Only
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	###



Return Line or Section	Column	Field	Field Specifications
Part VI	AL	VI-E/D Amt 1	###,###,###,###.##
Part VI	AM	VI-E/D District 2	#
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	###,###,###,###.##

5) WITHHOLDING TAX (HW-14)

NOTE: If Columns E through L are not imported with an amount, it will be processed as zero.

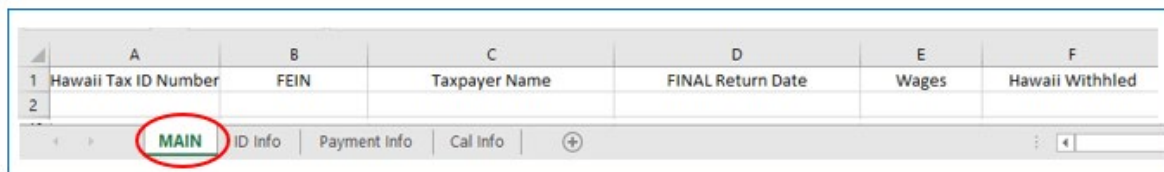
Return Line or Section	Column	Field	Field Specifications
Header	A	Hawaii Tax ID Number	WH#####
Header	B	FEIN	#####
Header	C	Taxpayer Name	Limit to 75 characters
n/a	D	FINAL Return Date	MM – YY – YYYY
1	E	Wages	##,###,###,###.##
2	F	Hawaii Withheld	##,###,###,###.##
3	G	Payment Made	##,###,###,###.##
4	H	Refund	##,###,###,###.##
5	I	Taxes Due	##,###,###,###.##
6	J	Late Filing Penalty	##,###,###,###.##
6	K	Late Filing Interest	##,###,###,###.##
7	L	Total Due	##,###,###,###.##

SECTION 6: 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.

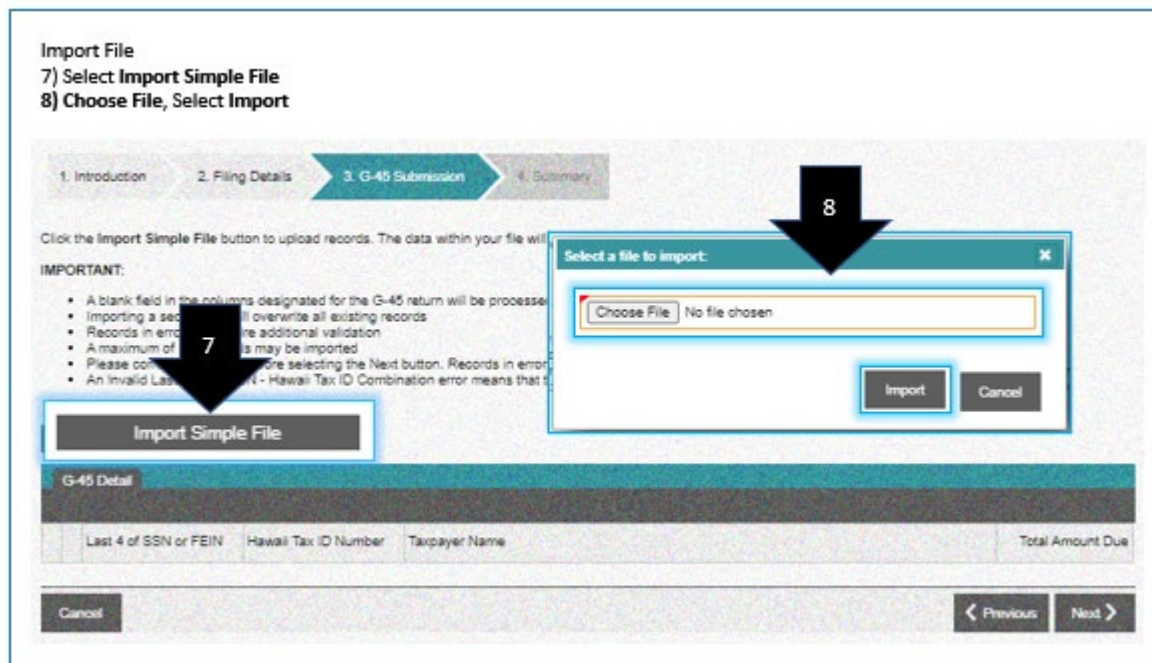


Various worksheet tabs are allowed in a workbook, however, the worksheet with the return data must be named MAIN.





Import return worksheet for HW-14, G-45, G-49, TA-1, or TA-2

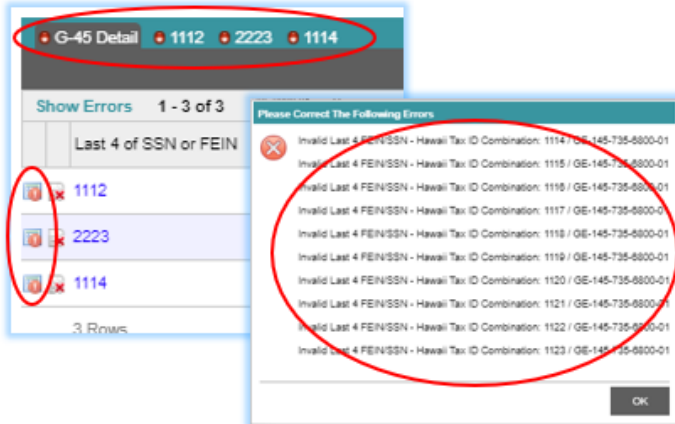
- 1) Create a .xlsx file for upload
- 2) Log on to your Hawaii Tax Online account
- 3) From the Home Page I Want To, select Import (HW-14, G-45, G-49, TA-1, or TA-2)
- 4) From the Introduction page select Next





After import you may see these errors  

Please see Section 7: Identifying and Correcting Errors



Show Errors 1 - 3 of 3

Last 4 of SSN or FEIN
1112
2223
1114

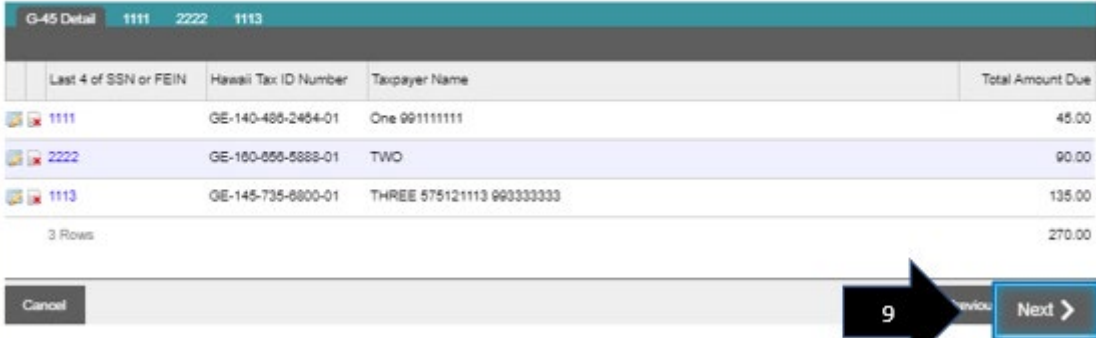
3 Rows

Please Correct The Following Errors

- Invalid Last 4 FEN/SSN - Hawaii Tax ID Combination: 1114 / GE-145-735-8800-01
- Invalid Last 4 FEN/SSN - Hawaii Tax ID Combination: 1115 / GE-145-735-8800-01
- Invalid Last 4 FEN/SSN - Hawaii Tax ID Combination: 1116 / GE-145-735-8800-01
- Invalid Last 4 FEN/SSN - Hawaii Tax ID Combination: 1117 / GE-145-735-8800-01
- Invalid Last 4 FEN/SSN - Hawaii Tax ID Combination: 1118 / GE-145-735-8800-01
- Invalid Last 4 FEN/SSN - Hawaii Tax ID Combination: 1119 / GE-145-735-8800-01
- Invalid Last 4 FEN/SSN - Hawaii Tax ID Combination: 1120 / GE-145-735-8800-01
- Invalid Last 4 FEN/SSN - Hawaii Tax ID Combination: 1121 / GE-145-735-8800-01
- Invalid Last 4 FEN/SSN - Hawaii Tax ID Combination: 1122 / GE-145-735-8800-01
- Invalid Last 4 FEN/SSN - Hawaii Tax ID Combination: 1123 / GE-145-735-8800-01



OK

After correcting all error select next to submit your file.



Last 4 of SSN or FEIN	Hawaii Tax ID Number	Taxpayer Name	Total Amount Due
1111	GE-140-486-2464-01	One 001111111	45.00
2222	GE-160-650-5888-01	TWO	90.00
1113	GE-145-735-8800-01	THREE 575121113 99333333	135.00
			270.00

3 Rows

Cancel 9  **Next** 

Summary Page

10) Submit the Returns

1. Introduction 2. Filing Details 3. G-45 Submission **4. Summary**



Summary

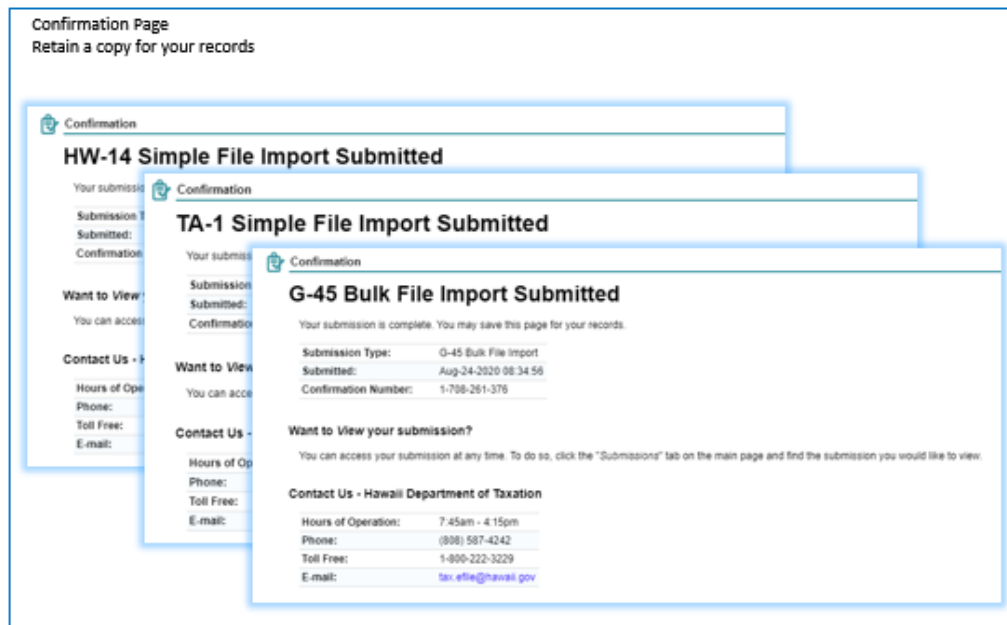
Submission Details

Period End Date: Mar-31-2020

Return Type: Original

Number of Returns Included: 3

Cancel 10  **Submit** 



SECTION 7: IDENTIFYING AND CORRECTING ERRORS

There are three types of errors:

- 1) Calculation: Any mathematical or calculation error.
- 2) Format: Incomplete or incorrect formatting of data in a cell.
- 3) Identification Number Validation (ID): Any combination of the Hawaii Tax ID Number and last four digits of the FEIN or the 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 either be indicated by a tab with a red and white dot 

OR in list format by an oval with an exclamation point 

Corrections can be made either:

- 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.



View Format and Calculation errors

- 11) Correct all errors before selecting next, to view the return: (if next is selected it will trigger any identification number errors)
 - [a] Select the **Individual** Tabs
 - [b] Select the **Detail** tab to review returns in a list format
 - [c] When a file contains many rows, the individual tabs will not be displayed. Select the Detail tab to display the errors by row
- 12) When **ALL** format and calculation errors are corrected, select **Next**. This will trigger the identification number validation edits. If no errors are found, you will be taken to the Summary screen.

The screenshot shows a table with the following data:

Last 4 of FEIN	Hawaii Tax ID Number	Taxpayer Name	Total Amount Due
1112	GE-140-486-2464-01	One 9911111111	45.00
2223	GE-160-656-5888-01	TWO	Total Amount Due must equ
1114	GE-145-735-6800-01	THREE 575121113 993333333	135.00
3 Rows			270.00

Arrows 11a, 11b, and 11c point to the 'G-45 Detail' tab, the 'Show Errors' button, and the 'Last 4 of FEIN' column header respectively. Arrow 12 points to the 'Next' button.

Identification Number Validation Error

The identification number combination that is present in the import for this return is not found in the DOTAX system.

- 13) Correct the identification number(s) and mark the Corrected box.

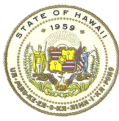
The screenshot shows a list of errors under the heading 'Please Correct The Following Errors':

- Invalid Last 4 FEIN/SSN - Hawaii Tax ID Combination: 1114 / GE-145-735-6800-01
- Invalid Last 4 FEIN/SSN - Hawaii Tax ID Combination: 1115 / GE-145-735-6800-01
- Invalid Last 4 FEIN/SSN - Hawaii Tax ID Combination: 1116 / GE-145-735-6800-01
- Invalid Last 4 FEIN/SSN - Hawaii Tax ID Combination: 1117 / GE-145-735-6800-01

Below the list, there is a 'Filing Information' section with a 'Last 4 of FEIN or SSN' field containing '1114'. A red box highlights this field with an arrow labeled 13. To the right, a tooltip shows the error details: 'Invalid ID / Account Combination' and 'Format: GE-999-999-9999-99'.

SECTION 8: SELF-TESTING

You may conduct self-testing once you receive your approval email. Log onto HTO and import a file as shown in Section 6. 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)

SECTION 9: PAYMENT OPTIONS

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.

1) HTO

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

2) ACH CREDIT METHOD

A taxpayer must authorize their bank to debit their account for the purpose of making a tax payment. Please have your clients ask their financial institution to allow tax payments to credit to the Hawaii Department of Taxation.

Using one paper check for all SFI returns submitted is not allowed.

Your clients may pay by paper check separately. Visit tax.hawaii.gov to download our [Tax Payment Voucher](#) Form VP-1. A printed voucher and attached check must be submitted for each taxpayer individually. One check for more than one taxpayer account or lack of inclusion of a voucher may result in payment posting being delayed or rejected.