TAX PAYMENT VOUCHER

GENERAL INSTRUCTIONS

CHANGES YOU SHOULD NOTE
If payment is submitted with a return (general excise/use, transient accommodations, withholding and rental motor vehicle, tour vehicle & car-sharing vehicle surcharge), DO NOT attach Form VP-1 to the tax return.

INTERNET FILING
Form VP-1 can be filed and paid electronically through the State’s Internet portal. For more information, go to tax.hawaii.gov/eservices/.

PURPOSE OF FORM
Use this form if submitting Form BB-1 or submitting a payment without a tax return.

HOW TO COMPLETE FORM
1) Print the name in the space provided.
2) Check the appropriate “Tax Type” box.
3) Check the appropriate “Filing Type” box and fill in the period or year in the space provided.
   If filing Form BB-1, check the box “License Fee.” Add lines 22b through 22f on Form BB-1 and enter the amount of payment in the space provided. Enter the last day of the first filing period. (e.g., a calendar year quarterly filer, began business on January 21, 2019, the first filing period end date is 03/31/19.
4) In the space provided, print the Hawaii Tax I.D. No. starting with the tax type (i.e. GE, TA, WH or RV), the 10 digit account number with the 2 digit extension; and the amount of payment.
5) Make the check or money order payable in U.S. dollars to the “Hawaii State Tax Collector.” Make sure the name, tax type, filing period, and Hawaii Tax I.D. No. appear on the check or money order. Do not postdate the check. Do not send cash.

WHERE TO FILE
Detach Form VP-1 along the dotted line. If filing Form BB-1, attach the payment and Form VP-1 to the front of the form and send it to the Form BB-1 mailing address below. If submitting only a tax payment (without a return), send Form VP-1 and the payment to the mailing address noted below for the type of tax. The mailing addresses are as follows:

General Excise/Use Tax
Hawaii Department of Taxation
P.O. Box 1425
Honolulu, HI 96806-1730

Transient Accommodations Tax And Rental Motor Vehicle, Tour Vehicle & Car-Sharing Vehicle Surcharge Tax
Hawaii Department of Taxation
P.O. Box 2430
Honolulu, HI 96804-2430

Hawaii Withholding
Hawaii Department of Taxation
P.O. Box 3827
Honolulu, HI 96812-3827

Form BB-1
Hawaii Department of Taxation
P.O. Box 1425
Honolulu, HI 96806-1425