FORM
VP-1
(REV. 2025)

STATE OF HAWAII — DEPARTMENT OF TAXATION
GENERAL EXCISE/USE; TRANSIENT ACCOMMODATIONS;
RENTAL MOTOR VEHICLE, TOUR VEHICLE & CAR-SHARING
VEHICLE SURCHARGE; AND HAWAII WITHHOLDING

TAX PAYMENT VOUCHER

GENERAL INSTRUCTIONS

PURPOSE OF FORM

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

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.

ELECTRONIC PAYMENT

Form VP-1 payments can be made electronically through **hitax.hawaii.gov**.

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. For example, for a calendar year quarterly filer who began business on January 21, 2022, the first filing period end date is 03-31-22.
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. # 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 and mail the payment along with Form VP-1 to the address listed below. If filing Form BB-1, attach the payment and Form VP-1 to the front of the Form BB-1 and mail to the address below.

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

✂ — — — — — — — — — — DETACH HERE — — — — — — — — — ✂

Form (Rev. 2025)
VP-1

STATE OF HAWAII — DEPARTMENT OF TAXATION
TAX PAYMENT VOUCHER

DO NOT SUBMIT A PHOTOCOPY OF THIS FORM

DO NOT WRITE OR STAPLE IN THIS SPACE

VP1_I 2025A 01 VID01

Name (Please print):_____

Tax Type (check only 1)

- ☐ General Excise (GE)
- ☐ Transient Accommodations (TA)
- ☐ Hawaii Withholding (WH)
- ☐ Rental Motor, Tour & Car-Sharing Vehicles (RV)

Filing Type (check only 1) Enter Date as MM-DD-YY

- ☐ License Fee 1st Period End ☐☐ ☐☐ ☐☐
- ☐ Periodic Return Period End ☐☐ ☐☐ ☐☐
- ☐ Annual Return Tax Year End ☐☐ ☐☐ ☐☐

Print the amount of your payment in the space provided. ATTACH THIS VOUCHER WITH CHECK OR MONEY ORDER PAYABLE TO "HAWAII STATE TAX COLLECTOR." Write the tax and filing types, and your Hawaii Tax I.D. Number on your check or money order.

Hawaii Tax I.D. Number
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Amount of Payment
☐☐☐ ☐☐☐ ☐☐☐.☐☐

VP-1C0S1 ID NO 01