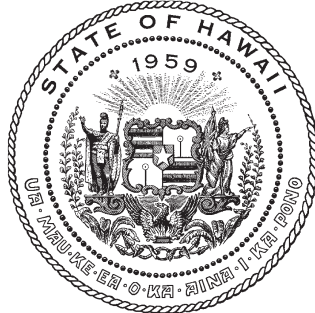


**STATE OF HAWAII
DEPARTMENT OF TAXATION**



**General Information
and Scannable Specifications
for
Form N-201V (Rev. 2008)**

Contact Information

Hawaii Department of Taxation
Technical Section
Attn: Alexis Shiohira, Forms Coordinator
830 Punchbowl Street, Rm 126
Honolulu, Hawaii 96813

Telephone: (808) 587-1577
Fax: (808) 587-1584
E-mail: Tax.Technical.Section@hawaii.gov

**Hawaii Software Vendor Website
Address:**

www.hawaii.gov/tax/vendor/vendor.htm

FORM N-201V (Rev. 2008)

General Information and Scannable Specifications

This document provides software vendors with the requirements for reproducing Form N-201V. Form N-201V is designed for electronic scanning that permits faster processing with fewer errors. Software developers who reproduce, develop, or distribute Form N-201V must create the form so the variable data (specified fields containing

taxpayer information) are printed in a fixed format that can be read by the Department's IBML scanners.

Substitute scannable forms **MUST** meet the requirements as established in this document and our current Forms Reproduction Policy, and be approved prior to release or distribution.

GENERAL INFORMATION

1. Substitute Form

- Substitute scannable forms must be created according to Department specifications and be approved prior to release or distribution.
- All forms and variable data must have a high standard of legibility for printing.
- Photocopies of the scannable form must not be submitted to the Department for processing.

2. Paper and Ink

- The paper size is 8.5 inches by 11 inches, the same size as the Department's original form. The paper weight must be at least 20 pound white bond and the page orientation is portrait.
- Black ink should be used in printing the text on the form and the variable data.

3. Variable Data

- All variable data fields must utilize 12 pt Courier Font.
- All variable data fields require exact placement.
- Use a bold X (**X**) as a checkbox indicator. See exhibit for exact placement. The use of a checkmark is not acceptable.

4. Variable Data Delimiters

- Taxpayer's Federal Employer Identification Number should be printed with spaces between the dash (-) delimiters. For example:
12 - 1234567
(2 digits, followed by a space, followed by a dash (-), followed by a space, followed by 7 digits.

MM - DD - YY

(2 digits for month, followed by a space, followed by a dash (-), followed by a space, followed by 2 digits for the day, followed by a space, followed by a dash

(-), followed by a space, followed by 2 digits for the tax year ending.

5. Dollar Amounts

123456789.12

- Do not use commas as thousand separators.
- Amounts are right justified.
- Dollar and cent signs should not be used

6. Testing and Approval of the Scannable Form

- The printed 6x10 grid of the form on acetate overlays will be mailed to software vendors listed in Appendix A. If you have not received the overlays, please contact the Forms Coordinator. This should assist in the exact data field placement. Verify your test data filled facsimile samples with the overlays prior to submitting them for testing. If the samples do not match the overlays within 1/16", do not submit them for approval as they will be rejected.
- A minimum of 5 hardcopy test samples must be provided to ensure proper testing including 1 hardcopy test sample that contains all maximized fields (one alpha "X" or numeric "9" character space with no leading or trailing spaces).
- Test samples must be originals. Photocopies, fax submissions, etc. will not be accepted.
- Test samples must be populated with unique sample variable data showing different scenarios.
- It will require 1 to 2 weeks, upon receipt by the Department, to verify the accuracy of the submitted samples.
- Approval of the facsimile must be obtained from the Department **prior** to filing.

SCANNABLE SPECIFICATIONS

1. Layout

- The form was designed on a 6x10 grid. See exhibits.
- Open space around variable data fields should be adhered to as much as possible. Do not place any additional information in these areas.

2. Hawaii Vendor I.D. Number

- Print your 2-digit Hawaii Vendor I.D. Number following the "ID NO" label at the following positions:
Page 1, on row 63 at columns 20 and 21.
- See Appendix A for your Hawaii Vendor I.D. Number. If your company is not listed, please contact the Forms Coordinator.

3. Registration Marks

- Registration marks are required on the form. The scanning equipment looks for "Ls", or registration marks. Exact placement of the registration marks are required.
- The vertical and horizontal edges of the registration marks must be the same length of .5 inch long and .0278 inch thick.
- There are **two** registration marks on the form.
 1. The top right registration mark should extend from the beginning of column 76 to the end of column 80 and should rest at the top of row 52.



2. The bottom left registration mark should start at the beginning of column 6 and extend through the end of column 10 and rest on the top of row 64.



- The tolerance is 1mm ($\frac{1}{4}$ of a grid).
- No data or other stray marks are allowed to encroach within the white space in a .5 inch square of the registration mark.



4. Barcode

- A 1-D barcode is specific to the form. The property of the 1-D symbology barcode uses 3 of 9 (Code 39).
- Placement of the barcode is as follows:
Page 1, approximately at the top of row 48 and at the beginning of column 6.
- Height of the barcode is .5 inch.
- Length of the barcode is approximately 2 inches.
- Density of narrow bar width is set to 20 mils with resolution set to 300 dpi.
- Narrow to Wide Ratio is set to 2.
- Open space surrounding the barcode should be adhered to as much as possible.
- DO NOT stretch the barcode image.
- The required barcode is CJT081:



CJT081

The barcode includes the form number code (CJ), type of form (T), form year (08), and page number (1). There are no hyphens.

- Use of the Department of Taxation's JPEG file of the barcode is preferable. The JPEG files can be found at our software vendor website.
- DO NOT use Windows Metafile Format (wmf). This format causes a very low read rate by the Department's IBML scanners.

5. Acetate overlays

- Acetate overlays will be mailed to vendors listed in Appendix A who previously reproduced Form N-201V. If you are now reproducing Form N-201V, contact the Forms Coordinator for the acetate overlays. If your company is not listed in the Hawaii Vendor I.D. Number Table and you are reproducing Form N-201V, please contact the Forms Coordinator.

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Appendix A
HAWAII VENDOR I.D. NUMBER

Company	HI Vendor I.D. No.
2nd Story Software, Inc.	90
Aatrix Software, Inc.	11
AccountantsWorld	18
ACOM Solutions, Inc.	34
ADP Taxware	33
ADP, Inc.	21
Advanced Micro Solutions	29
Advantage Payroll	28
AME Software Products, Inc.	36
ATX II, LLC	10
Business Software, Inc.	22
CBIZ – Century Business Services	26
CCH Incorporated (CA)	16
CCH Incorporated (IL)	17
CCH Incorporated (KS)	15
Ceridian	27
Condominium Rentals Hawaii	32
CORPTax, LLC	25
CS Professional Suite	20
Data Technology Group	24
Destination Resorts Hawaii	39
Drake Software	30
H&R Block	40
H&R Block Digital Tax Solutions	19
IntelliTax	58
Intuit	50
iSystems LLC	38

Company	HI Vendor I.D. No.
Jackson Hewitt Tax Service	55
Liberty Tax Service	54
MasterTax	57
Nelco	56
Oishi Property Management	64
On-Line Taxes, Inc.	68
Pacific Data Services, Inc.	63
Paychex, Inc.	62
Payroll Tax People LLC	61
Petz Enterprises, Inc.	59
PrimePay, Inc.	67
Rhodes Computer Services, Inc.	60
Sage Software	23
STF Services Corporation	70
Tax\$imple, Inc.	74
TaxSation, Inc.	71
Taxware Systems Inc.	73
TaxWorks LLC	75
Thomson Tax & Accounting	65
TriTech Software Development	77
Trust Tax Services of America (TTSOA)	78
Universal Tax Systems, Inc.	79
Vertex Inc. – Sarasota	80
Wal-Mart Stores, Inc., Financial Support Division	85
Wolters Kluwer North America Shared Services (IL)	89
WSN Systems Corporation	37

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GENERAL INSTRUCTIONS

ABOUT THIS FORM

The Form N-201V has been redesigned for electronic scanning that permits faster processing with fewer errors. In order to avoid unnecessary delays caused by manual processing, taxpayers should follow the guidelines listed below:

- 1. Print amounts only on those lines that are applicable.
2. Use only a black or dark blue ink pen. Do not use red ink, pencil, or felt tip pens.
3. Because this form is read by a machine, please print your numbers inside the boxes like this: [1][2][3][4][5][6][7][8][9][0]
4. Do NOT print outside the boxes.
5. Do NOT use dollar signs, slashes, dashes or parenthesis in the boxes.
6. Photocopying of this form could cause delays in processing your payment.

PURPOSE OF FORM

If there is a balance due on Hawaii income tax Form N-30, N-30X, N-40, N-70NP, or N-310 (for business taxpayers), use Form N-201V, Business Income Tax Payment Voucher, to send the payment to the Department of Taxation. Using Form N-201V allows the Department of Taxation to process the payment more accurately and efficiently.

HOW TO COMPLETE FORM

Using black or blue ink, print the taxpayer's name, address, federal employer identification number (FEIN), the date of the end of the tax year, and the amount of the payment in the spaces provided. If the company has a foreign address, enter the complete country name in the country block.

Make the check or money order payable in U.S. dollars to "Hawaii State Tax Collector". Make sure the taxpayer's name and address appear on the check or money order. Write the taxpayer's FEIN, the year for which payment is made, and the form number of the income tax form being filed, e.g., "2008 Form N-30" on the check or money order. Do not send cash.

WHERE TO FILE

Detach Form N-201V where indicated. Do not submit this entire page. Attach the payment and Form N-201V to the front of the income tax form, or if you are submitting your payment without your return, send this form with the payment to:

Hawaii Department of Taxation
P. O. Box 1530
Honolulu, Hawaii 96806-1530

Form (Rev. 2008) Tax Year N-201V 2008 STATE OF HAWAII — DEPARTMENT OF TAXATION BUSINESS INCOME TAX PAYMENT VOUCHER DETACH HERE DO NOT WRITE OR STAPLE IN THIS SPACE



- X CORPORATION/PARTNERSHIP
X FIDUCIARY

DO NOT SUBMIT PHOTOCOPIES OF THIS FORM

X Check this box if this is a change of address.

Name: NAME OF TAXPAYER'S CORPORATION ABC1234567
Db or C/O: DOING BUSINESS AS TAXPAYER'S CORPORATION
Address: 12-3456 ADDRESS STREET LANE BLVDX
City, town, or post office: CITY TOWN PL HI
State: HI
Postal/ZIP Code: 12345
Country: COUNTRYX
Suite Number: A123456
For office use only: []

Federal Employer Identification Number (FEIN): 12 - 3456789
Calendar or Fiscal Year Ending (MM-DD-YY): 12 - 12 - 12
Amount of Payment: 123456789.99

MAIL THIS VOUCHER WITH CHECK OR MONEY ORDER PAYABLE TO "HAWAII STATE TAX COLLECTOR." Write your FEIN, "2008", and form number of the tax return you are filing (e.g., "2008 Form N-30") on your check or money order.

ID NO 12

123456789.99

STATE OF HAWAII — DEPARTMENT OF TAXATION
BUSINESS INCOME TAX PAYMENT VOUCHER

GENERAL INSTRUCTIONS

ABOUT THIS FORM

The Form N-201V has been redesigned for electronic scanning that permits faster processing with fewer errors. In order to avoid unnecessary delays caused by manual processing, taxpayers should follow the guidelines listed below:

1. Print amounts only on those lines that are applicable.
2. Use only a black or dark blue ink pen. Do not use red ink, pencil, or felt tip pens.
3. Because this form is read by a machine, please print your numbers inside the boxes like this:



4. Do NOT print outside the boxes.
5. Do NOT use dollar signs, slashes, dashes or parenthesis in the boxes.
6. Photocopying of this form could cause delays in processing your payment.

PURPOSE OF FORM

If there is a balance due on Hawaii income tax Form N-30, N-30X, N-40, N-70NP, or N-310 (for business taxpayers), use Form N-201V, Business Income Tax Payment Voucher, to send the payment to the Department of Taxation. Using Form N-201V allows the Department of Taxation to process the payment more accurately and efficiently.

HOW TO COMPLETE FORM

Using black or blue ink, print the taxpayer's name, address, federal employer identification number (FEIN), the date of the end of the tax year, and the amount of the payment in the spaces provided. If the company has a foreign address, enter the complete country name in the country block.

Make the check or money order payable in U.S. dollars to **"Hawaii State Tax Collector"**. Make sure the taxpayer's name and address appear on the check or money order. Write the taxpayer's FEIN, the year for which payment is made, and the form number of the income tax form being filed, e.g., "2008 Form N-30" on the check or money order. Do not send cash.

WHERE TO FILE

Detach Form N-201V where indicated. Do not submit this entire page. Attach the payment and Form N-201V to the front of the income tax form, or if you are submitting your payment without your return, send this form with the payment to:

Hawaii Department of Taxation
P. O. Box 1530
Honolulu, Hawaii 96806-1530

✂ — — — — — DETACH HERE — — — — — ✂
Form (Rev. 2008) Tax Year **2008**
N-201V STATE OF HAWAII — DEPARTMENT OF TAXATION
BUSINESS INCOME TAX PAYMENT VOUCHER

DO NOT WRITE OR STAPLE IN THIS SPACE



- CORPORATION/PARTNERSHIP
- FIDUCIARY

DO NOT SUBMIT PHOTOCOPIES OF THIS FORM

Check this box if this is a change of address.

Name				
NAME OF TAXPAYER'S CORPORATION ABC1234567				
Db a or C/O				
DOING BUSINESS AS TAXPAYER'S CORPORATION				
Address				Suite Number
12-3456 ADDRESS STREET LANE BLVDX				A123456
City, town, or post office	State	Postal/ZIP Code	Country	For office use only
CITY TOWN PL	HI	12345	COUNTRYX	

Federal Employer Identification Number (FEIN)
12 - 3456789
Calendar or Fiscal Year Ending (MM-DD-YY)
12 - 12 - 12
Amount of Payment
123456789.99

ID NO 12

MAIL THIS VOUCHER WITH CHECK OR MONEY ORDER PAYABLE TO "HAWAII STATE TAX COLLECTOR." Write your FEIN, "2008", and form number of the tax return you are filing (e.g., "2008 Form N-30") on your check or money order.