

STATE OF HAWAII — DEPARTMENT OF TAXATION  
GENERAL EXCISE/USE, EMPLOYER'S  
WITHHOLDING, TRANSIENT ACCOMMODATIONS  
AND RENTAL MOTOR VEHICLE &  
TOUR VEHICLE SURCHARGE

**TAX PAYMENT VOUCHER**  
**GENERAL INSTRUCTIONS**

**INTERNET FILING**

Form VP-1 can be filed and payment made electronically through the State's Internet portal. For more information, go to [www.ehawaii.gov/efile](http://www.ehawaii.gov/efile).

**PURPOSE OF FORM**

Use this form if you are submitting Form BB-1 or BB-1X, or when you send a payment to the Department of Taxation for your general excise/use, employer's withholding, transient accommodations, and rental motor vehicle & tour vehicle surcharge taxes. Using Form VP-1 allows us to process your payment accurately and efficiently.

**HOW TO COMPLETE FORM**

- 1) Print your name in the space provided.
- 2) Enter the last 4 digits of your FEIN or SSN in the space provided.
- 3) Check the appropriate "Tax Type" box.
- 4) Check the appropriate "Filing Type" box and fill in the period or year in the space provided.  
If you are filing a Form BB-1 or BB-1X, check the box "License Fee". Enter the last day of your first filing period. (e.g., you are a calendar year quarterly filer and began business on January 21, 2013, your first filing period end date is 03/31/13)
- 5) Print your Hawaii Tax I.D. No. and the amount of your payment in the space provided. If you are applying for a new number, please leave this area blank.

- 6) Make your check or money order payable in U.S. dollars to the "Hawaii State Tax Collector". Make sure your name, tax type, filing period, and Hawaii Tax I.D. No. appear on your check or money order. Do not postdate your check. **Do not send cash.**

**WHERE TO FILE**

Detach Form VP-1 along the dotted line. If you are filing Form BB-1 or BB-1X, attach your payment and Form VP-1 to the front of your form and send to the Forms BB-1 and BB-1X mailing address noted below. If you are making a tax payment, send the Form VP-1 and your payment to the mailing address noted below for the type of tax you are paying. The mailing addresses are as follows:

**GENERAL EXCISE/USE TAX**

HAWAII DEPARTMENT OF TAXATION  
P.O. BOX 1425  
HONOLULU, HI 96806-1425

**WITHHOLDING TAX**

HAWAII DEPARTMENT OF TAXATION  
P.O. BOX 3827  
HONOLULU, HI 96812-3827

**TRANSIENT ACCOMMODATIONS TAX  
AND  
RENTAL MOTOR VEHICLE & TOUR VEHICLE SURCHARGE TAX**

HAWAII DEPARTMENT OF TAXATION  
P.O. BOX 2430  
HONOLULU, HI 96804-2430

**FORMS BB-1 and BB-1X**

HAWAII DEPARTMENT OF TAXATION  
P.O. Box 1425  
HONOLULU, HI 96806-1425

✂ — — — — — DETACH HERE — — — — — ✂

Form (Rev. 2012)

STATE OF HAWAII — DEPARTMENT OF TAXATION  
TAX PAYMENT VOUCHER

DO NOT WRITE OR STAPLE IN THIS SPACE

**VP-1**



XBB121

DO NOT SUBMIT A PHOTOCOPY OF THIS FORM

Name (Please print): \_\_\_\_\_

Tax Type (check only 1)

- General Excise (GE)
- Transient Accommodations (TA)
- Hawaii Withholding (WH)
- Rental Motor & Tour Vehicle (RV)

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

- License Fee
- 1st Period End \_\_\_\_\_
- Periodic Return
- Period Begin \_\_\_\_\_
- Period End \_\_\_\_\_
- Annual Return
- Tax Year Begin \_\_\_\_\_
- 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.

Last 4 Digits of Your FEIN or SSN

\_\_\_\_\_

Hawaii Tax I.D. Number

**W**

\_\_\_\_\_

Amount of Payment

\_\_\_\_\_