

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

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.

- 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.**

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/.

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 BB-1 and mail to the address for Form BB-1 below. If submitting only a tax payment (without a return), mail Form VP-1 and the payment to the address listed below for the type of tax. The mailing addresses are as follows:

PURPOSE OF FORM

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

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

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, 2021, the first filing period end date is 03-31-21.
- 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.

**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

✂ — — — — — DETACH HERE — — — — — ✂

Form (Rev. 2021)

VP-1

STATE OF HAWAII — DEPARTMENT OF TAXATION
TAX PAYMENT VOUCHER

DO NOT WRITE OR STAPLE IN THIS SPACE

Place
QR Code
Here

DO NOT SUBMIT A PHOTOCOPY OF THIS FORM

Human Readable text here

Name (Please print): ABCDEFGHIJKLMN OPQRSTUVWXYZ12345678

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.

Tax Type (check only 1)	Filing Type (check only 1)	Enter Date as MM-DD-YY
<input checked="" type="checkbox"/> General Excise (GE)	<input checked="" type="checkbox"/> License Fee 1st Period End	12-12-12
<input checked="" type="checkbox"/> Transient Accommodations (TA)	<input checked="" type="checkbox"/> Periodic Return Period End	12-12-12
<input checked="" type="checkbox"/> Hawaii Withholding (WH)	<input checked="" type="checkbox"/> Annual Return Tax Year End	12-12-12

Hawaii Tax I.D. Number
GE-123-456-7890-01
Amount of Payment
123456789.12