

**STATE OF HAWAII
DEPARTMENT OF TAXATION**



**General Information
and Specifications
for
Miscellaneous Forms (Rev. 10/20/2023)**

Contact Information for General Questions

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Note: Reproduced forms must meet the requirements as established in this document and our current Forms Reproduction Policy.

Miscellaneous Forms

General Information and Specifications

This document provides software vendors with the requirements for reproducing miscellaneous forms. A QR code must be present on page 1 of these forms.

The forms must be an exact replica of the official version of the form with respect to layout, shading and content.

The forms that are listed in these specifications must be submitted to the Department for review. The forms will have a QR Code placed on them but it is not a key from image or scannable form.

GENERAL INFORMATION

1. Substitute Form

- Photocopies of the form must not be submitted to the Department for processing. This will distort the 2D QR code.

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. Testing and Approval of the Miscellaneous Form

- A review of the form will be done based on processing specifications. It is assumed that there are no spelling errors, incorrect or missing words, missing lines, etc.
- 1 test sample is required to be submitted for testing of the QR codes and must be an original. Photocopies, fax submissions, etc. will not be accepted.
- It will require 1 to 2 weeks, upon receipt by the Department, to verify the accuracy of the submitted sample.
- Approval of the facsimile must be obtained from the Department **prior** to filing.

4. Hawaii Vendor I.D. Number

- Print your 2-digit Hawaii Vendor I.D. Number following the "ID NO" label. See Form Specifications for exact placement.
- The Hawaii Vendor I.D. Number must utilize 12 pt Courier New font.

5. QR code

- A QR code is specific to the form. The property of the 2D symbology QR code is measured in CM.

- Height of the QR code is 0.5 inch.

- Length of the QR code is 0.5 inch.

- Narrow Module Size is set to 0.18.

- Margin is set to 0.18.

- Open space surrounding the QR code should be adhered to as much as possible.

- DO NOT stretch the QR code image.

- The QR code includes the form number, an underscore, type of form (T), space, 4-digit form year (2022), 1-letter revision indicator (A, B, C...), space, 2-digit page number (01), space, vendor I.D. label (VID), and your 2-digit Hawaii Vendor I.D. Number (XX). There are no hyphens.

- The human readable text for the QR code MUST be printed utilizing 6 pt Arial font. The human readable text should be printed one row below the bottom of the QR code. If the QR code is on the left margin of the form, the human readable text should be left justified. If the QR code is on the right margin of the form, the human readable text should be right justified. If the QR code is in the center, the human readable text should be centered.

- Please do not print the outline around the human readable text and QR code. These were only used to show the placement of the human readable text and QR code.

- DO NOT use Windows Metafile Format (wmf). This format causes a very low read rate by the Department's IBML scanners.

6. Submit the Following Forms for Approval

- N-362E (2023)

FORM SPECIFICATIONS

1. N-362E (2023)

- Hawaii Vendor I.D. Number: Print your 2-digit Hawaii Vendor I.D. Number following the “ID NO” label at the following position:
 1. Page 1: The 2-digit Hawaii Vendor I.D. Number should begin at column 42, row 64
- The required QR code for page 1 is:
N362E_T 2023A 01 VIDXX

The QR code includes the form number (N362E), an underscore, type of form (T), space, 4-digit form year (2023), 1-letter revision indicator (A), space, 2-digit page number (01), space, vendor I.D. label (VID), and your 2-digit Hawaii Vendor I.D. Number (XX). There are no hyphens.