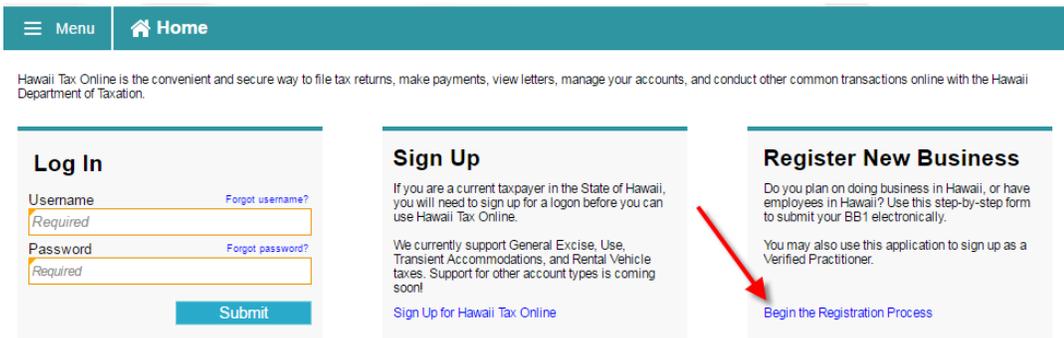
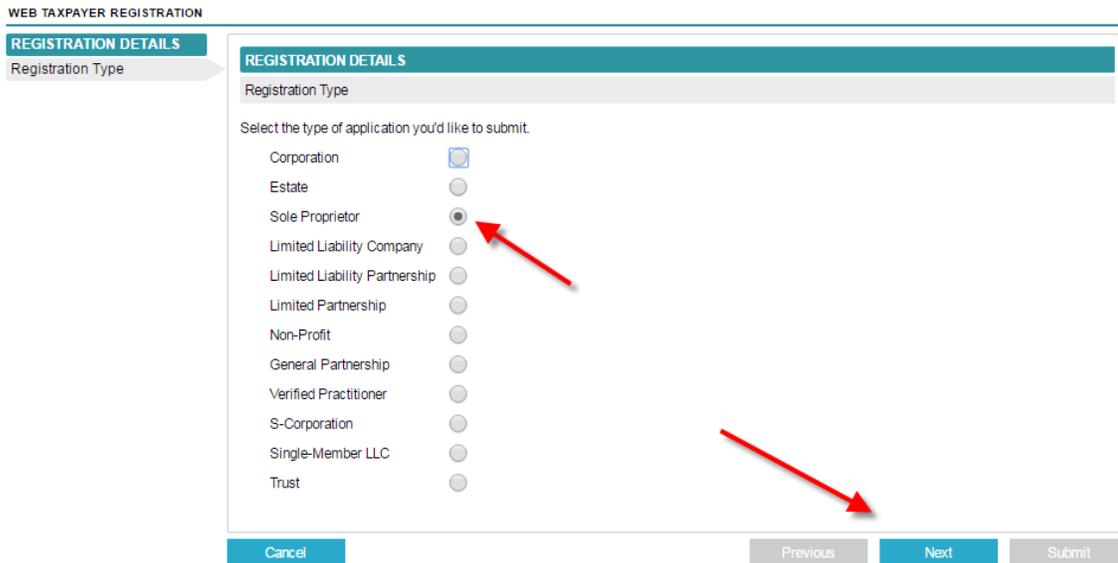


HAWAII TAX LICENSES APPLICATION GUIDE

1. Go to Hawaii Tax Online System - <https://hitax.hawaii.gov>.
2. Click “Begin the Registration Process”.



3. Choose the registration type and click next. (Please disregard “Verified Practitioner”). In this example we’ll use Sole Proprietor.



4. Enter the taxpayer’s ID. For all “registration type”, be ready with your FEIN except for the following wherein you can supply other details:
 - 4.1 Sole Proprietor – requires ITIN or SSN
 - 4.2 Single Member LLC – requires FEIN, ITIN, or SSN

HAWAII TAX LICENSES APPLICATION GUIDE

- Please take note of the ID format.

WEB TAXPAYER REGISTRATION

REGISTRATION DETAILS

Registration Type

Taxpayer ID

REGISTRATION DETAILS

Registration Type

Select an ID type from the list below and enter the corresponding ID.

ID Type:

ID:

Required
Format: 999-99-9999

5. Enter the taxpayer's name and click next.

WEB TAXPAYER REGISTRATION

REGISTRATION DETAILS

Registration Type

Taxpayer ID

Taxpayer Name

REGISTRATION DETAILS

Registration Type

Last Name:

First Name:

Middle Name:

Title:

Suffix:

6. Complete the Mailing Address especially the " Zip" code and hit "validate". If you don't know the complete Zip code, enter the first 5 digits of your zip code. The system will complete the other details.

REGISTRATION DETAILS

Registration Type

MAILING ADDRESS

Enter the mailing address for this taxpayer / business. You must click "Validate" to validate your address before you can move on.

Address Type:

Country:

Street:

Street 2:

Unit Type:

Unit #:

City:

State:

Zip:

County:

Attention:

Not Validated

Validate

Incomplete
Format: 99999-99???

HAWAII TAX LICENSES APPLICATION GUIDE

- Select the verified address to continue.

Address Search
✕

Country USA Unverified

Street [REDACTED]

Street

Unit Type SUITE Unit # [REDACTED] City HONOLULU

State HAWAII Zip 96813-0000 County HONOLULU

Attention

SELECT ADDRESS

Select	As Entered	[REDACTED]	LULU HI 96813
Select	Verified	[REDACTED]	HI 96813-2815

[Cancel](#)

- Answer all the questions. Take note the succeeding questions will depend on the answer of the previous. Example, if the answer is a "NO" for the question "Did you acquire an existing business?", the next question won't pop as shown below.

REGISTRATION DETAILS

Registration Type

Is this business jointly owned by you and your spouse? No Yes

Is this business a rental property? No Yes

Is this rental property jointly owned by multiple owners? No Yes

ACQUIRED BUSINESS

Did you acquire an existing business? No Yes

How much of the business was acquired? All Part

When was it acquired? Required

Owner's/Business Name Required Required

DBA

Hawaii Tax ID Number

UI Account Number

Enter the mailing address of the business you acquired.

Country USA

Street Required

Street 2

Unit Type Unit # City Required

State Hawaii Zip Required County

Attention

Not Validated

[Validate](#)

Cancel
Previous
Next
Submit

HAWAII TAX LICENSES APPLICATION GUIDE

8. Supply the Contact Information.

REGISTRATION DETAILS

Contact Information

Contact Name

Email

Phone 1 1

Phone 2 1

9. Supply the additional info especially the short description of your business. Then select “Accrual” as the Accounting method.

➤ Supply DBA Name if applicable.

REGISTRATION DETAILS

Additional Attributes

INDIVIDUAL INFORMATION

Date of Birth

BUSINESS INFORMATION

Date activity began in Hawaii

Enter a short description of your business

Accounting Method Accrual Cash

Do you have a trade or doing business as (DBA) name?

ACTIVITY CODE

An activity code helps classify your business using a national standard. Use the search below to find a NAICS code that matches your business.

10. Choose your NAICS code. You can put a keyword (Lessors) to narrow down the search. For Vacation Rental, you can choose the code “531110” then click ok.

HAWAII TAX LICENSES APPLICATION GUIDE

Codes✕

SEARCH Search

Keyword Type NAICS 2012

RESULTS Filter

Filter ✕

1 - 10 of 20 1 of 2

Code	Description
53	Real Estate and Rental and Leasing (USA/CAN/MEX)
5311	Lessors of Real Estate (USA/CAN/MEX)
53111	Lessors of Residential Buildings and Dwellings
531110	Lessors of Residential Buildings and Dwellings
531111	Lessors of residential buildings and dwellings (except social housing projects)
531112	Lessors of social housing projects
53112	Lessors of Nonresidential Buildings (except Miniwarehouses)
531120	Lessors of Nonresidential Buildings (except Miniwarehouses)
53113	Lessors of Miniwarehouses and Self-Storage Units
531130	Lessors of Miniwarehouses and Self-Storage Units

1 - 10 of 20 1 of 2

NO CODE SELECTED

OK
Cancel

531110 LESSORS OF RESIDENTIAL BUILDINGS AND DWELLINGS

This industry comprises establishments primarily engaged in acting as lessors of buildings used as residences or dwellings, such as single-family homes, apartment buildings, and town homes. Included in this industry are owner-lessors and establishments renting real estate and then acting as lessors in subleasing it to others. The establishments in this industry may manage the property themselves or have another establishment manage it for them.

Apartment building rental or leasing; Apartment hotel rental or leasing; Apartment rental or leasing; Building, apartment, rental or leasing; Building, residential, rental or leasing; Cottage rental or leasing; Duplex houses (i.e., single family) rental or leasing; Dwelling rental or leasing; Equity real estate investment trusts (REITs), primarily leasing residential buildings and dwellings; Houses rental or leasing; Housing authorities operating residential buildings; Lessors of residential buildings and dwellings; Mobile (manufactured) home, on site, rental or leasing; Real estate rental or leasing of residential building; Residential building rental or leasing; Residential hotel rental or leasing; Retirement hotel rental or leasing; Single family house rental or leasing; Town house rental or leasing

OK
Cancel

11. Choose the type of tax license you are applying. For VR properties, choose General Excise and Transient Accommodations.

ACCOUNTS

Account Selection

Choose which account type(s) you wish to apply for. You will be asked to enter account-specific information in the next steps.

Use Tax Only	<input type="checkbox"/> No	<input type="checkbox"/> Yes	?
General Excise / Use	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	?
Transient Accommodations	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	?
Rental Motor Vehicle	<input type="checkbox"/> No	<input type="checkbox"/> Yes	?
Employer's Withholding	<input type="checkbox"/> No	<input type="checkbox"/> Yes	?
Cigarette and Tobacco (Non-Retail)	<input type="checkbox"/> No	<input type="checkbox"/> Yes	?
Retail Tobacco Permit	<input type="checkbox"/> No	<input type="checkbox"/> Yes	?
Liquor	<input type="checkbox"/> No	<input type="checkbox"/> Yes	?
Liquid Fuel Distributor	<input type="checkbox"/> No	<input type="checkbox"/> Yes	?
Liquid Fuel Retail Dealer	<input type="checkbox"/> No	<input type="checkbox"/> Yes	?

Cancel
Previous
Next
Submit

HAWAII TAX LICENSES APPLICATION GUIDE

12. Supply the date you started your business in Hawaii then choose the filing frequency (see note regarding the filing frequency).

ACCOUNTS	
General Excise & Use Tax	
GENERAL EXCISE ATTRIBUTES	FEE S
Date activity began in Hawaii	General Excise License Fee 20.00
Filing Frequency	
<input type="text" value="26-Oct-2016"/> <input type="button" value="CR"/> <input type="text" value="Quarterly"/> <input type="button" value="v"/> Annual tax does not exceed \$4,000.	

❖ Note: If you can estimate your revenue for the year, you can use the schedule below. Otherwise, safe estimate is to choose “Quarterly”.

- If you pay more than \$4,000 total in Hawaii GE Tax during the year, you are required to file Form G-45 on a monthly basis.
- If you pay less than \$4,000 in GE Taxes during the year you file Form G-45 on a quarterly basis.
- If you pay less than \$2,000 in GE Taxes during the year you file form G-45 semi-annually.

13. Confirm of your General Excise Location (Business location) is same with your mailing address. Otherwise, supply the correct address.

14. Do the same with the TAT Information.

ACCOUNTS	
Transient Accommodations	
TRANSIENT ACCOMMODATION INFORMATION	FEE S
Date activity began in Hawaii	Transient Accommodation License Fee 5.00
Filing Frequency	
Number of TA Units	
Do you own timeshares?	
<input type="text" value="25-Oct-2016"/> <input type="button" value="CR"/> <input type="text" value="Quarterly"/> <input type="button" value="v"/> Annual tax does not exceed \$4,000. <input type="text" value="0"/> <input checked="" type="text" value="1-5"/> <input type="text" value="6+"/> <input type="text" value="No"/> <input type="text" value="Yes"/>	

HAWAII TAX LICENSES APPLICATION GUIDE

15. Once done, you may now proceed to pay the Licenses fees either via e-check or credit card.

FEES	
Payment	
FEES	
General Excise License Fee	20.00
Transient Accommodations License Fee	5.00
Total	25.00
PAYMENT OPTIONS	
Pay Via Electronic Check	<input type="checkbox"/>
Pay Via Credit Card	<input checked="" type="radio"/>
<small>Credit card payments can be made after submitting your registration request or by logging into Hawaii Tax Online once your registration is approved. A license will not be issued until a payment is made.</small>	

❖ An email will be sent to you with the GET/TAT tax numbers within 3 to 5 days.

16. Any notification you received from Hawaii Department of Taxation, either scan and send or forward to Elite representative assigned to your account.