



**CITY & COUNTY OF HONOLULU
DEPARTMENT OF BUDGET & FISCAL SERVICES
TRANSIENT ACCOMMODATIONS TAX
OTAT-1 PAYMENT VOUCHER**



PURPOSE OF VOUCHER

Effective December 14, 2021, the City & County of Honolulu (City) imposes an Oahu Transient Accommodations Tax (OTAT) at the rate of 3% on gross rental proceeds and/or fair market rental value attributable to the City & County of Honolulu. Use this form to submit your OTAT payment.

COMPLETING THE VOUCHER

Print the name that is associated with your Hawaii State Tax ID account.

Enter the filing period for the payment as MM/DD/YY.

Enter your **Hawaii State Tax I.D. Number** that starts with TA, the 10-digit account number and the 2-digit extension number.

Line 1. Enter the Oahu district gross rental proceeds from your Hawaii State Form TA-1 Line 1, Column a.

Line 2. Enter the Oahu district exemptions/deductions from your Hawaii State Form TA-1 Line 1, Column b.

Line 3. Enter the Oahu district taxable proceeds from your Hawaii State Form TA-1 Line 1, Column c.

Line 4. Enter the Oahu district total fair market rental value from your Hawaii State Form TA-1 Line 5.

Line 5. Add Lines 3 and 4. Enter the total amount taxable and subject to OTAT.

Line 6. Multiply Line 5 by 0.03 (3%) and enter the total OTAT amount due.

Line 7. Enter the amount of your OTAT payment. Attach a check or money order in U.S. dollars drawn on any U.S. bank to Form OTAT-1, payable to the **“City & County of Honolulu.” Please be sure your name, phone number, Hawaii Tax I.D. number, “OTAT”** and the filing period, are noted on the check or money order. Do not postdate the check. Do not mail cash.

HOW TO PAY

By Mail – Mail your payment with the payment voucher form to:

City & County of Honolulu
c/o Avenu Insights & Analytics

P.O. Box 29280
Honolulu, HI 96820

Returned Checks:

<https://revds.com/taxpayer/select-your-state/return-check-disclaimer/>

□ ----- DETACH HERE ----- □

Form
OTAT-1
(2024)



**CITY & COUNTY OF HONOLULU
DEPARTMENT OF BUDGET & FISCAL SERVICES
TRANSIENT ACCOMMODATIONS TAX
PAYMENT VOUCHER**

Name (Print): _____ Period Ending: ____ / ____ / ____

Hawaii State Tax I.D. Number: **TA** -----

Email: _____ Phone: _____

Line 1. Gross Rental Proceeds (State Form TA-1 Line 1, Column a)

Line 2. Exemptions/Deductions (State Form TA-1 Line 1, Column b)

Line 3. Taxable Proceeds (State Form TA-1 Line 1, Column c)

Line 4. Total Fair Market Rental Value (State Form TA-1 Line 5)

Line 5. Total Amount Taxable and Subject to OTAT (Add Lines 3 and 4.)

Line 6. TOTAL OTAT DUE (Multiply Line 5 by 3%.)

Line 7. TOTAL OTAT PAYMENT

\$ 0.00
\$ 0.00
\$ 0.00

Attach a check or money order to Form OTAT-1 payable to **“City & County of Honolulu** in U.S. dollars drawn on any U.S. bank. Write “OTAT”, the filing period, your name, phone number, and Hawaii Tax I.D. number on your check or money order.