

Bulk Online Payment Option

DEPARTMENT OF FINANCE
KAUAI TRANSIENT ACCOMMODATIONS TAX (KTAT) OFFICE

I. INTRODUCTION

The County of Kaua`i Transient Accommodations Tax (KTAT) Bulk Filers Program (BFP) is based on a mutually acceptable arrangement made between various agencies and the Department of Finance, KTAT Office.

The Bulk Filer Program (BFP) enables reporting agents to remit one payment for multiple State TAT ID numbers through an Automated Clearing House (ACH) debit and submission of a file with detailed information supporting the ACH payment. In addition to ACH, Electronic Funds Transfer (EFT) payments are also accepted through the County's online payment portal at <https://tat.ehawaii.gov/tat/kauai>.

This reference and procedure manual is expressly for the County of Kaua`i only and does not apply to other jurisdictions within the State of Hawaii.

II. CONTACT INFORMATION

The KTAT Office will coordinate this program for the County of Kaua`i.

Physical address: **COUNTY OF KAUAI – KTAT OFFICE**
4444 RICE STREET, SUITE A480
LIHUE HI 96766
(808) 241-4431
Email: countytat@kauai.gov

Mailing address: Same as physical address.

Hours of operation: Hours of operation are from Monday through Friday, 8:00 a.m. to 4:00 p.m. Hawaii Standard Time (HST). Our office will be closed on weekends and on all State of Hawaii holidays. Holidays which fall on Saturdays are observed on the preceding Friday; holidays which fall on Sundays are observed on the following Monday.

III. PARTICIPANT ELIGIBILITY

To participate in the KTAT BFP you must report for **two or more** TAT Accounts and meet at least one of the criteria listed below:

1. Reporting Agent: A Reporting Agent is a company (not individuals) that provides services to other businesses or taxpayers by making required tax deposits and tax information filings to the federal government, state, and local governments. For example, tax

preparer, property management company and others who prepare returns/file taxes for multiple clients or multiple locations for the same client. A Reporting Agent performs the following acts on behalf of a taxpayer:

- a) Sign and electronically file TA-1 and TA-2 forms to the State of Hawaii Department of Taxation (DOTAX).
- b) Sign and file on paper (to the extent the Hawaii Revised Statutes does not require filing electronically) the forms set forth by the DOTAX.
- c) Make tax deposits electronically via the Electronic Federal Tax Payment System (EFTPS) and submit tax information electronically as described in Section VI of this procedure.
- d) Receive duplicate copies of all official notices, correspondence, deposit requirements, or other information.
- e) Receive duplicate copies of all official notices, correspondence, deposit requirements, or other information with respect to tax deposits.

2. Direct Transmitter: Receives prepared returns and serves as a pass-through, transmitting the returns to the appropriate agencies on behalf of the taxpayer. The transmitter receives acknowledgments from taxing agencies which are forwarded on to their clients. The transmitter has authority to communicate with taxing agencies on behalf of their clients regarding the success of the transmission but does not have authority to communicate with taxing agencies regarding the data that is transmitted.
3. Software Developer: A company that provides desktop or online software to aid taxpayers and reporting agents in filing taxes. The software user could then add on additional services such as a transmitter model to file their taxes electronically.

If you are enrolled with State of Hawaii's Bulk Filing System program, you are not automatically enrolled with the County of Kauai's BFP. You will need to register separately with the County of Kauai.

IV. TAXPAYER AUTHORIZATION

The taxpayer must complete Form KTAT-3, Reporting Agent Authorization Form, and provide the completed form to the Reporting Agent before the Reporting Agent may pay on behalf of and represent the taxpayer for KTAT purposes.

The Reporting Agent must retain this form for its' record and is not required to submit it to KTAT unless specifically requested.

The Reporting Agent is responsible for notifying the taxpayer of the Reporting Agent's eligibility to participate in the KTAT Bulk Filer Program (BFP).

FORM
KTAT-3
(2025)

COUNTY OF KAUAI — DEPARTMENT OF FINANCE
TRANSIENT ACCOMMODATIONS TAX (KTAT) OFFICE
KTAT Reporting Agent Authorization



PART I TAXPAYER INFORMATION	
Taxpayer's Name	Hawaii TAT Identification Number
Trade Name or Doing Business as (DBA) Name	FEIN/SSN
C/O	Contact Name
Mailing Address (Number and Street)	Contact Daytime Telephone Number ()
City, State, and Postal/ZIP Code	Contact Fax Number ()
	Contact E-mail Address
PART II REPORTING AGENT INFORMATION	
Reporting Agent's Name (Name of company or business)	Authorized Representative's Name
Reporting Agent's Mailing Address (Number and Street)	Representative's Hawaii VPID Number
City, State, and Postal/Zip Code	Representative's Daytime Telephone Number ()
PART III AUTHORIZATION TO SIGN AND FILE TAX RETURNS AND TO MAKE PAYMENTS	
The Reporting Agent and the above named Authorized Representative are authorized to sign and file the below indicated tax returns and to make payments in connection with the below indicated tax returns:	
<input type="checkbox"/> TA-1, Transient Accommodations Tax Periodic Tax Return	for the period beginning _____
<input type="checkbox"/> TA-2, Transient Accommodations Tax Annual Return & Reconciliation	for the period beginning _____

PART IV AUTHORIZATION AGREEMENT

Please read the following Authorization Agreement:

The above named taxpayer understands the following responsibilities:

- The above named taxpayer is responsible for the actions of the Reporting Agent and the above named Authorized Representative in connection with (a) the above indicated tax returns filed and (b) the related payments made;
- All tax returns must be timely filed and all taxes must be timely paid; and
- All filed tax returns are true, correct, and complete by the above named taxpayer.

The failure of the Reporting Agent and the above named Authorized Representative to comply with tax laws shall not absolve the above named taxpayer of its responsibilities to comply with tax laws. The Reporting Agent and the above named Authorized Representative are authorized to sign and file the above indicated tax returns and to make payments in connection with the above indicated tax returns for the above named taxpayer. This authorization applies to the above indicated tax returns and related payments beginning with the indicated tax period and remains in effect until the above named taxpayer notifies the Reporting Agent. I authorize the County of Kauai, Department of Finance, to disclose otherwise confidential tax information to the Reporting Agent and the above named Authorized Representative in connection with the transmission of the above indicated tax returns and related payments. I hereby certify under the penalties of perjury that I have the authority to authorize, on behalf of the above named taxpayer, the Reporting Agent and the above named Authorized Representative (a) to sign and file the above indicated tax returns, (b) to make payments in connection with the above indicated tax returns, and (c) to receive confidential information in connection with the transmission of the above indicated tax returns and related payments.

Signature _____

Print Name _____

Title _____

FORM KTAT-3 (2025)

V. APPLICATION

The Reporting Agent must complete Form KTAT-2 and select the Bulk Filer Program for which they are registering. Failure to select a program will result in a delay in processing the application.

The completed KTAT-2 Form may be emailed to countytat@kauai.gov or mailed to:

**DEPARTMENT OF FINANCE
KAUAI TRANSIENT ACCOMMODATIONS OFFICE
4444 RICE STREET, SUITE A480
LIHUE HI 96766**

The KTAT Office will contact the Reporting Agent by email or mail once registration has been completed. Please allow 5–7 business days for processing the registration application. Upon approval, the Reporting Agent will be issued a Bulk Filer ID number, which is required to submit the detailed file supporting either an ACH debit payment or an EFT payment through KTAT's online payment portal.

FORM KTAT-2 (2025)	COUNTY OF KAUAI — DEPARTMENT OF FINANCE Bulk Filers Program (BFP) Registration		
PART I — PARTICIPANT INFORMATION			
<input type="checkbox"/> NEW Registration <input type="checkbox"/> AMENDED Registration <i>SELECT WHICH PROGRAM REGISTERING FOR: <input type="checkbox"/> BULK – ACH <input type="checkbox"/> BULK - ONLINE</i>			
Business Name		FEIN	
Business Address (Number, Street, City, State, Postal/ZIP Code)		Business Phone Number	
Check all that apply: <input type="checkbox"/> Reporting Agent (Tax preparer, property management company, payroll company, and others who prepare returns for multiple clients or multiple locations for the same client.) <input type="checkbox"/> Direct Transmitter (Company that may "transmit" the bulk file to KTAT for the Reporting Agent. A Reporting Agent may also be its own transmitter.) <input type="checkbox"/> Software Developer (Company that designs, researches, programs, tests, and maintains the software system.)			
PART II — PRIMARY CONTACT INFORMATION			
Name and Title		Phone Number w/extension	
E-mail Address		Fax Number	
PART III — TECHNICAL CONTACT INFORMATION			
Name and Title		Phone Number w/extension	
E-mail Address		Kauai Bulk Filer ID Number (For Amended Only)	
PART IV — DECLARATION			
Print Name of Authorized Individual		Title	
Signature		Date	
Authorized Individual's Phone Number		SSN/PTIN/VPID of Authorized Individual	
<small>Under the penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete and am authorized to make and sign this statement on behalf of the participant. I state that the participant and its employees will comply with all the requirements for the BFP and understand that acceptance for participation in BFP is not transferable. The participant and its employees further understand that non-compliance with any requirements will result in the cancellation of the approval to participate in the BFP program. The participants and its employees further understand that pursuant to section 231-3.5, Hawaii Revised Statutes, the act of electronically filing tax returns on behalf of any taxpayer shall have the same validity and consequences as the actual signing by the taxpayer. The County of Kauai, Department of Finance reserves the right to revoke or suspend participation in the BFP.</small>			
KTAT INTERNAL USE ONLY		DATE RECEIVED _____ RECEIVED BY _____	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		<small>Registration Date _____ Added to BFP _____</small> <small>KTAT Bulk Filer ID Number KC-_____</small> <small>IRS-assigned EFIN or ETIN _____</small>	

FORM KTAT-2 (2025)

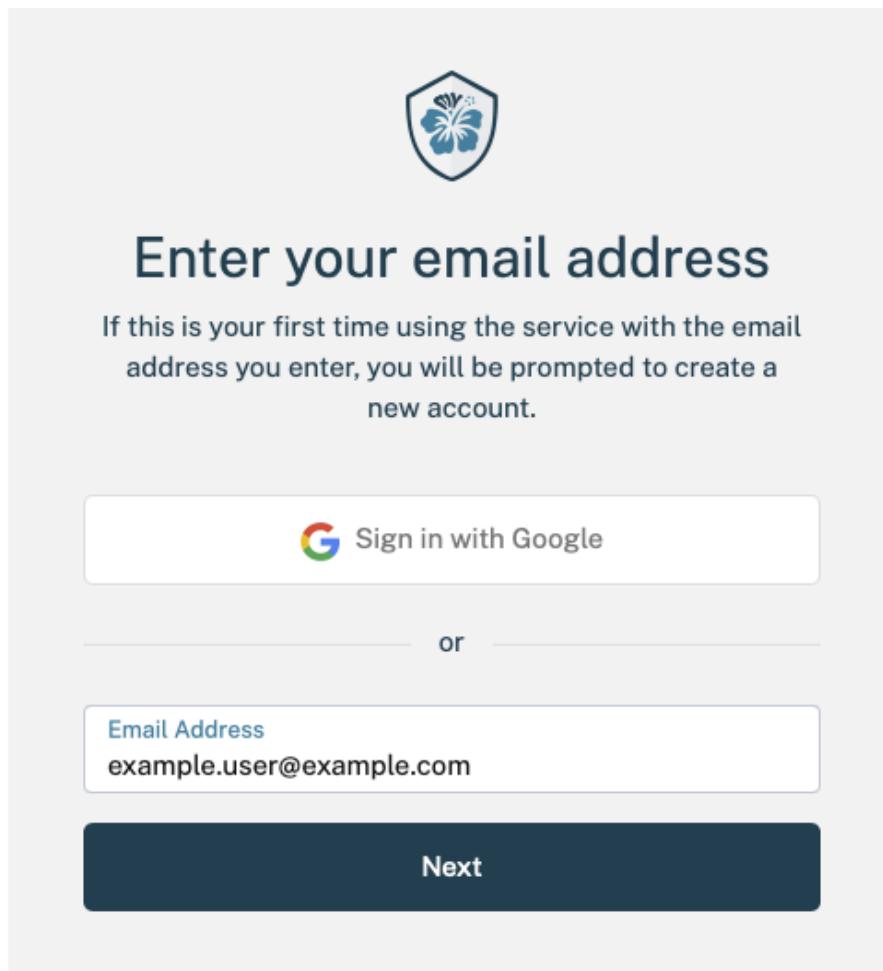
VI. REGISTRATION

New Registration:

Tyler Hawai'i – Bulk Online (EFT Payment Option)

Reporting Agents who choose to remit Electronic Funds Transfer (EFT) payments through the County's online payment portal must complete the steps below.

1. Visit the Tyler Hawai'i website at <https://tat.ehawaii.gov/tat/kauai> and create a **myHawaii** account using the email address associated with the Reporting Agent.



2. The Reporting Agent will receive an email from **myhawaii@notify.hawaii.gov** with the subject "*Your myHawaii account registration code.*" The email will include a **6-digit verification code**.
3. Enter the verification code into the **Enter verification code** field on the myHawaii screen and select **Submit** to continue.

4. Complete the required account information fields and select **Next** to proceed.



Create your account

Welcome! Please provide the information below to create your account.

First Name
Example

Last Name
User

Password
..... 

✓ Must be at least 10 characters long
✓ Cannot match the value of First Name, Last Name, Email Address
✓ One lowercase character, one uppercase character, one number, one special character

Confirm Password
..... 

By clicking 'Next' you agree to our [Terms of Use](#)

Next

5. When prompted, select a **multi-factor authentication (MFA) method** when prompted and follow the on-screen instructions to complete setup.

Amended Registration:

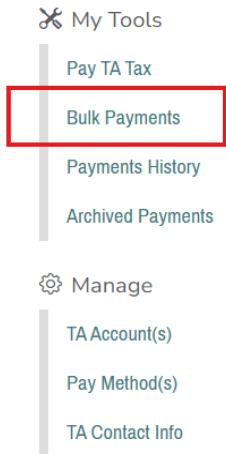
If any changes or updates are required to a previously submitted **Form KTAT-2 Bulk Filer Program Registration**, an amended Form KTAT-2 must be submitted using the contact information provided in the **New Registration** section above.

VII. PAYMENT

Tyler Hawai'i – Bulk Online (EFT Payment Option)

Use the County's online payment portal to submit **EFT payments**.

1. Log in and select “Bulk Payments”.



2. Enter the assigned Bulk Filer ID number.

Bulk Payments

ⓘ This section is intended **ONLY** for bulk filers approved by the County of Kauai.
For more information about the Bulk Filers Program, visit [County of Kauai Transient Accommodations Tax](#) web pages.

Validate your Bulk Filer Account

Bulk Filer Account Number (Example: KC-0000)

KC-0005

Validate

3. Select “Validate”. If the number is valid, the system will prompt you to “Confirm”.

Bulk Payments

ⓘ This section is intended **ONLY** for bulk filers approved by the County of Kauai.
For more information about the Bulk Filers Program, visit [County of Kauai Transient Accommodations Tax](#) web pages.

Validate your Bulk Filer Account

Bulk Filer Account Number (Example: KC-0000)

KC-0005

Bulk Filer Name

BULK FILER 0005

Confirm

Clear form

4. After confirmation, the Reporting Agent must upload an **Excel spreadsheet** listing the taxpayers they report for, using the file format required by the KTAT Office. File specifications are provided in **Section VIII**.
5. Once the sheet is uploaded and no errors are detected. Tyler Hawai'i will use the information provided in the spreadsheet to calculate the taxes due. The Reporting Agent may then proceed to secure checkout to complete payment.

VIII. FILE SPECIFICATIONS

To complete the BFP process successfully, please adhere to the following specifications:

1. General Specifications:
 - a. Submitter is required to have a Bulk Filers Program number.
 - b. There are no limitations on the number of taxpayers.
 - c. A worksheet **must** be submitted to either:
 - i. The KTAT Office via email for **County of Kauai (Bulk ACH)**, OR
 - ii. Through Tyler Hawai'i's online payment portal for **Tyler Hawai'i (Bulk EFTs)** payments.
2. Worksheet Specifications:
 - a. Do not include blank rows within the data set. A blank row is interpreted as the end of the file, and any data entered after a blank row will not be imported.
 - b. The first row must be reserved for column headings. Any return data entered in Row 1 will result in the file being rejected by the KTAT Office.
 - c. Each row must represent one **Hawai'i Tax ID Number**.
 - d. A separate column must be used for each required data element.
 - e. The file must be submitted in **Microsoft Excel (.xlsx)** format. Please refer to the **File Naming Standard** section of this handbook for proper naming conventions.
 - f. The workbook's worksheet tab name must not be modified or renamed.
 - g. Non-currency fields must be formatted as **text**.
 - h. Dashes must be included in the **Hawai'i Tax ID Number**.
 - i. Duplicate Hawai'i Tax ID Numbers are not permitted.
 - j. Amount fields imported as blank will be processed as **zero** by the KTAT Office.
 - k. Amounts containing cents must include a decimal.
 - l. All amounts must be positive values.
 - m. The ACH payment total must equal the sum of the "Amount of Payment" column.

IX. WORKSHEET SPECIFICATIONS

Tyler Hawai'i (Bulk Online)

The following table defines the column headings for the worksheet required by KTAT for **Tyler Hawai'i (Bulk Online)**:

Field Name	Type	Column	Field Specifications	Notes/Description
Hawaii Tax ID Number	Char	A	TA-###-###-###-##	Enter the Hawaii Tax ID number in the specified format. Example: TA-000-000-0000-00
Taxpayer's Name	Char	B	Limit to 256 characters	Enter the registered taxpayer name.
Filing Period	Char	C	YYYYMMDD	Enter the 4-digit year, 2-digit month, and 2-digit day for the filing period. Examples: Monthly of January 2021 = 20210131 Quarterly Period of January through March 2021 = 20210331
Return Type	Char	D	TA-#	Enter TA-1 or TA-2
Taxable Proceeds	Num	E	###,###.##	Enter the amount from the taxpayer's State Form TA-1 or TA-2, under Column C, Line 2 plus Line 6. Minimum taxable proceeds: \$1.00
Property Address	Char	F	Limit to 256 characters	Enter the property's street address. If there is more than one property address, please enter the additional address(es) in Notes (Column: H). Example: 110 Ala'ihi Street
Property Zip Code	Num	G	#####	Enter the 5-digit zip code. Example: 96732
Notes	Char	H	Limit to 2,000 characters	Enter additional property address(es), separated commas, if applicable.

X. FILE NAMING STANDARD AND SUBMISSION

File type must be in Microsoft Excel (.xlsx) format. All Excel files MUST be named utilizing the following standard:

[Bulk Filer ID Number]_[CompanyName]_BLKPAY_[Sequence]_[FilingPeriodEnd].xlsx

Files must be submitted via email to KTAT Office at countytat@kauai.gov as soon as the ACH payment has been submitted. Payment made without file submission will not be processed and may be subject to penalties and/or interest for late payments.

XI. TIMELINESS OF PAYMENT FILING AND TYPE OF PAYMENT ACCEPTED

An ACH payment that is transmitted and accepted with a settlement date no later than 11:59 p.m. Hawai'i Standard Time (HST) on the due date will be considered timely paid. To avoid payment request date errors, ACH payments must be submitted during the following HST processing windows:

Monday through Friday: 10:30 a.m. – 6:00 p.m.

Saturday and Sunday: 10:30 a.m. – 4:00 p.m.

Penalties and/or interest will be assessed on late payments.

To help ensure timely payment, Bulk Filer Program (BFP) participants are strongly encouraged to schedule transmissions early enough to allow for correction and retransmission in the event a transaction is rejected. Reporting Agents are responsible for confirming their financial institution's processing schedules and ensuring payments are transmitted in a timely manner.

The KTAT Office does not accept international ACH transactions. KTAT payments submitted via ACH are processed as ACH debits, whereby the taxpayer authorizes KTAT's financial institution to debit the taxpayer's bank account and credit the KTAT account for payment of tax liabilities.

Paper check payments are not permitted under the Bulk Filer Program. The only alternative payment method accepted is payment through KTAT's online payment portal, which processes individual payments by Hawai'i Tax ID number.