

**CITY AND COUNTY OF HONOLULU
DEPARTMENT OF BUDGET AND FISCAL SERVICES
DIVISION OF TREASURY
530 SOUTH KING STREET, ROOM 115
HONOLULU, HAWAII 96813
TAX CLEARANCE APPLICATION INSTRUCTIONS**

GENERAL INSTRUCTIONS

The City requires **ORIGINAL SIGNATURES** on all **CITY TAX CLEARANCE FORMS**. The form must be printed on **8.5" X 11" letter size paper** in order for the City Seal to be properly applied.

Do not fax back the completed form because original signatures are required. Please mail the form to the address below and upon receipt it may take approximately **5 business days** to process.

City and County of Honolulu
Department of Budget & Fiscal Services
Division of Treasury
530 South King Street, Room #115
Honolulu, HI 96813

Attn: Vincent W.A. Blas, Jr.

You may also hand deliver the tax clearance form to the Division of Treasury.

<u>Taxes</u>	<u>Agency</u>	<u>Location</u>
Real Property Taxes	Treasury (City Hall)	530 South King Street, Rm 115

The Treasury Division will issue the Certificate Number on the tax clearance form.

If you have any questions, you may contact Vincent Blas of the Treasury Division at:

Phone: (808) 768-3999
Fax: (808) 768-3297
E-mail: vblas@honolulu.gov

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LINE-BY-LINE-INSTRUCTIONS

Line 1 –Applicant Information (PLEASE TYPE OR PRINT CLEARLY)

Applicant’s Name. – Enter your legal name or Business Name.

Address. – Enter a physical address. Do not enter a P.O. Box address.

Line 2 – Real Property Identification Numbers

Tax Map Key # (TMK). – If you own a real property, enter your 12-digit real property tax map key number. Enter “NONE” if you do not have one.

Line 3 – Applicant Is

Check the box which best describes your entity type. If you check the “Other” box, list the type of entity on space provided.

Line 4 – Tax Clearance Is For

Check the box which corresponds to your reason for obtaining the tax clearance. If you check the “Leasing/Renting State Property” box, write the address of the leased/rented state property on space provided. If you check the “Other” box, list the reason on space provided.

Line 5 – Signature

Print Name/Title. – Enter the name of the person signing the application. Also, enter the title of the person signing the application.

Print Date/Telephone/E-mail. - Enter the date the application is signed, and the telephone number and e-mail address which the Division of Treasury can contact you during business hours should any questions arise while processing the application for tax clearance.

Signature. – The application must be signed by an individual/sole proprietor, corporate officer (president, vice-president, secretary, treasurer, etc.), general partner or member. An employee of your company or authorized agent may sign the application if he/she possesses a valid power of attorney. Unsigned or unauthorized signatures on applications will be returned.