

DAVID Y. IGE
GOVERNOR



BONNIE KAHAKUI
ACTING ADMINISTRATOR

STATE OF HAWAII
STATE PROCUREMENT OFFICE

P.O. Box 119
Honolulu, Hawaii 96810-0119
Tel: (808) 587-4700
email: state.procurement.office@hawaii.gov
<http://spo.hawaii.gov>

May 11, 2022

PROCUREMENT CIRCULAR NO. 2022-11, Amendment 1

TO: Office of the Governor, Chief Operating Officer
Office of the Lieutenant Governor, Chief of Staff
Executive Department Heads
Hawaii State Public Library System, State Librarian

Chief Procurement Officers: (CPOs)
Department of Education, Superintendent
University of Hawaii, President
Office of Hawaiian Affairs, Chairperson of the Board
Judiciary, Administrative Director of the Courts
Senate, President
House of Representatives, Speaker

Counties of Hawaii, Kauai, and Maui, and City & County of Honolulu
Executive Branch, Finance Director
Legislative Branch, City/County Council Chair
Board/Departments of Water Supply, Manager/Chief Engineer
Honolulu Authority for Rapid Transportation, Executive Director

CC: Administrative Services Offices

FROM: Bonnie Kahakui, Acting Administrator 

SUBJECT: Department of Taxation (DoTAX) Waiver for Internal Revenue Service (IRS)
Tax Clearance – Waiver Period Extended

Procurement Circular 2022-11 is amended to extend the DoTAX waiver period. Effective immediately, the DoTAX waiver shall be valid for thirty (30) calendar days from the approved date, instead of 10 (ten) working days.

If DoTAX waives the IRS Tax Clearance, then the purchasing agency may use the Tax Waiver, in conjunction with Hawaii Compliance Express (HCE) documents to prove compliancy, provided the vendor is "Compliant" or "Exempt" with Hawaii DoTAX, Hawaii Department of Commerce & Consumer Affairs, and the Hawaii Department of Labor and Industrial Relations, to satisfy the requirements under chapter 103D-310(c), HRS.

Note: DoTAX will consider the IRS tax waiver if the IRS has not responded to the tax clearance request within 30 days.

Questions concerning IRS Tax Clearance Waivers for Taxpayers Contracting with the Government, who are Compliant with State Taxes pursuant to HRS §103-53, shall be directed to the DoTAX at tax.directors.office@hawaii.gov.