

HCE IRS Compliance Reporting, Vendor Reference Guide

Effective September 15, 2025, the Internal Revenue Service (IRS) discontinued access to the Hawaii Compliance Express (HCE) Program, and instead a Tax Compliance Report (TCR), an Internal Revenue Service (IRS) Determination Letter, DoTax waiver, or IRS stamped A-6 will be required.

This guide explains how vendors registered with Hawaii Compliance Express (HCE) can meet the new requirement to obtain the appropriate report and upload it to their HCE account.

I. What You Need to Know

Question	Answer
What is a TCR?	A report from the IRS confirming your tax compliance status. For more information: https://www.irs.gov/individuals/tax-compliance-report .
Where do I get a TCR as an individual?	An individual TCR is free to download at: https://www.irs.gov/payments/online-account-for-individuals .
Where do I get a TCR for my business?	A business TCR is free to download at: https://www.irs.gov/businesses/business-tax-account .
Do I need an IRS account?	You must create an account or log in to your IRS account to download your TCR.
Is a TCR required for HCE?	A TCR is required to participate in the HCE program.
Is there a fee for the TCR?	The IRS issues the TCR at no cost.
What if we are exempt from federal income tax?	An IRS determination letter, valid within 3 years of the exemption date, is required.
Where do I get a determination letter?	The IRS can provide a determination letter for Tax Exempt Organizations. For more information: https://www.irs.gov/charities-non-profits/search-for-tax-exempt-organizations , or https://www.irs.gov/charities-non-profits/exempt-organizations-affirmation-letters
What is a DoTax Waiver?	A DoTax Waiver is issued by the Hawaii Department of Taxation and waives the IRS Compliance requirement pursuant to HRS § 103-53
How do I obtain a DoTax Waiver?	Send an email to tax.directors.office@hawaii.gov and include the Business Name of the organization, Federal Employer Identification Number (FEIN), Organization Structure, and brief explanation on why the waiver is needed.

What is an IRS Stamped A-6?

The IRS Stamped A-6 is issued by the local IRS office in Hawaii provided that the business requesting it meets compliance requirements.

How long is the IRS report (TCR, Waiver, etc) valid for in HCE?

The IRS report is valid for 1 year from the issue date listed on the report.

II. Before You Start

Have these ready:

- Taxpayer Identification Number (FEIN or SSN for sole proprietors)
- Hawaii Tax ID # (if applicable)
- Unemployment Insurance (UI) ID# (if applicable)
- Your downloaded IRS TCR, IRS Determination Letter, DoTax Waiver, or IRS stamped A-6.
- Valid credit card for the HCE \$12 annual fee (if applicable)

III. Uploading Your Report to HCE

A. New HCE Registration

1. Go to <https://vendors.ehawaii.gov/hce/>
2. Click 'Log in' → 'Go to SSO login'
3. Log in using your myHawaii credentials and complete Multi-Factor Authentication (MFA)
4. Select 'Start a new registration'
5. Agree to the Terms & Conditions
6. Follow on-screen prompts and enter required business details until Step 6 – Section 10
7. In Section 10, select 'Submit Report'
8. Select the appropriate report you are uploading (TCR, Determination Letter, DoTax Waiver, IRS Stamped A-6)
9. Enter the information exactly as it appears on your report
10. Check the certification box → click 'Next'
11. Complete the remaining steps and submit payment

B. Existing HCE Registration - Only needed if the compliance status is “Not Compliant” or “Pending.” **(Note: No action needed if the status is “Compliant”)**

1. Go to <https://vendors.ehawaii.gov/hce/>
2. Click 'Log in' → 'Go to SSO login'
3. Log in using your myHawaii credentials and complete Multi-Factor Authentication (MFA)
4. On the My Application screen, click your application status
5. Click 'Edit Application'
6. On 'Review Your Application', go to Section 10 – IRS Tax Compliance Report → click 'Edit'
7. In Section 10, select 'Submit Report'
8. Select the appropriate report you are uploading (TCR, Determination Letter, DoTax Waiver, IRS Stamped A-6)
9. Enter the information exactly as it appears on your report

10. Check the certification box → click 'Next'
11. On the Signature page, certify and click 'Submit'

Tips for Success

- Ensure the report you are uploading matches **exactly** with the information entered into HCE
- The IRS TCR must be current — outdated reports may delay compliance approval
- The Determination Letter exemption date must be dated within the last 3 years
- The DoTax Waiver must be dated within the last year
- Save a copy of your report for your own record

Reference Graphics

Tax Compliance Report



Additional Information

All fields are **required** unless otherwise noted.

Applicant information

Applicant name	Business Name	DBA/Trade name
FEIN/SSN	XX-XXX1234	

8. The Tax Clearance is Required For

- City, County, or State Government contract
- Bid/Entering Into a Contract Completion/Final Payment

9. Accounting Period

- Calendar year Fiscal year ending

10. IRS Tax Compliance Report/DoTax Waiver

- Submit Report Skip Report

Select a Report Option

Tax Compliance Report

The Tax Compliance Report (TCR) is obtained by going to the [IRS website](#).

Please enter the information below as displayed on the Tax Compliance Report.

Applicant Name	Last four FEIN/SSN
Business Name	1234
Date listed on TCR (must be within 6 months)	Compliance Status
11/01/2025	Compliant

Tax Compliance Report

TCR.pdf

I certify the information provided and any supporting document(s) are accurate, complete, and current as of this date to the best of my knowledge. I understand any false, fictitious, or fraudulent information in this submission may subject me to legal penalties, including administrative, civil, or criminal liability.

Determination Letter



Hawaii Compliance Express - Certificate of Compliance

- 1
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- 6
- 7
- 8

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Determination Letter

The Letter of Determination [can be requested from the IRS](#) and needs to be issued within the last 3 years.

Please enter the information below as displayed on the Determination Letter.

Applicant Name	Last four FEIN/SSN
Business Name	1234

Effective date of exemption

11/01/2025

Determination Letter

DeterminationLetter.pdf

- I certify the information provided and any supporting document(s) are accurate, complete, and current as of this date to the best of my knowledge. I understand any false, fictitious, or fraudulent information in this submission may subject me to legal penalties, including administrative, civil, or criminal liability.



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Applicant information

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DoTax Waiver

A waiver can be requested from the Hawaii Department of Taxation and is applicable for 1 year. [Download the guide](#)

Please enter the information below as displayed on the DoTax Waiver.

Applicant Name	Waiver date
<input type="text" value="Business Name"/>	<input type="text" value="11/01/2025"/>

Select One:

- By authority of HRS § 103-53, I approve the waiver of the Internal Revenue Service tax clearance requirements as a condition of the above Agreement and final payment.
- The waiver of the Internal Revenue Service tax clearance requirement is disapproved.

Select One:

- The vendor named in the above Agreement is deemed to be compliant with its Hawaii tax requirements for purposes of the above Agreement and final payment.
- The vendor named in the above Agreement is not deemed to be compliant with its Hawaii tax requirements.

DoTax Waiver

Waiver.pdf

- I certify the information provided and any supporting document(s) are accurate, complete, and current as of this date to the best of my knowledge. I understand any false, fictitious, or fraudulent information in this submission may subject me to legal penalties, including administrative, civil, or criminal liability.



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Select a Report Option

IRS Stamped A6

Last four FEIN/SSN (as displayed on A-6 Application)

1234

IRS Approved stamp date

01/01/2026

IRS Stamped A6

a6.pdf

I certify the information provided and any supporting document(s) are accurate, complete, and current as of this date to the best of my knowledge. I understand any false, fictitious, or fraudulent information in this submission may subject me to legal penalties, including administrative, civil, or criminal liability.