



Hawaii Charity Registration Guide

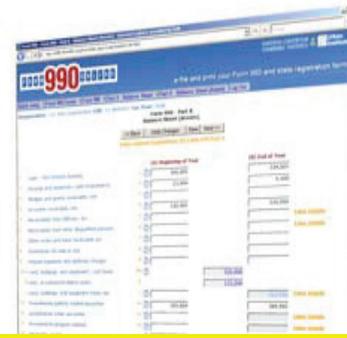


The Registration Process

- **Organizations complete a registration only once.**
- **There is no fee to submit a registration.**
- **Obtain a login for the organization and add users to the account.**
- **Complete the on-line registration form.**
- **2 officers of the organization must authenticate (electronically sign) the registration to complete and submit it to the Hawaii Attorney General's office.**

e-file and print your Form 990 and state registration forms

A simple way for nonprofit organizations to prepare & file tax returns



LOGIN >>

REGISTER >>

Quick Menu

- Control panel
- Create new return
- Manage account
- State Forms: Hawaii, Michigan, New York
- Tech support
- Filing deadlines
- Keeping exempt status (IRS)
- FAQ

To get started and obtain a login, go to:
Http://Efile.form990.org
 and click the “Register” button.

- Error checking
- Dedicated support staff
- Tips & instructions embedded within forms
- Convert returns into PDFs for easy printing & sharing
- Internet Explorer & Firefox compatible ([details](#))

- **990-EZ** -- [requirements](#)
- **990-N** -- use epostcard.form990.org
- **8868** extension request -- [requirements](#)
- **State forms** -- [Hawaii](#), [Michigan](#) & [New York](#) available now. More [coming soon!](#)

Pricing

- FREE for organizations with less than \$100,000 in gross receipts
- Starting at \$35 for larger organizations. [Fee schedule](#) (Updated 4/17/2012)

News

- **March 17, 2014:** The Tax Year 2013 Form 990, 990-EZ and Form 8868 (request for



[Home](#)[Support](#)[Links](#)[Log In](#)

Request Login ID

NOTICE: Small organizations, with gross receipts of less than \$50,000 for tax year 2010, may be eligible to file the Form 990-N (e-Postcard). Please click this link to access the Form 990-N website: epostcard.form990.org.

This page allows you to request a Login ID and password for the **990 Online** nonprofit e-filing system. Your Login ID and password allow you to enter and electronically file IRS Form 990, 990-EZ and/or Form 8868 (Application for Extension of Time to File an Exempt Organization Return) using the **990 Online** system. You can also enter and file State Charity Registration Forms (for participating States) using the Online State Registration System.

Nonprofit Organizations: The system will automatically generate your Login ID based on the EIN of your organization. The login ID will be your EIN (without the dash) plus '01'. For example, if the EIN for your organization is 12-3456789, then your Login ID will be 12345678901. Once you have created and activated the first Login ID for your organization, you can create additional Login IDs for other people in your organization. The additional Login IDs will have the same format, but will end in '02', '03', etc.

Paid Tax Preparers: The system will ask you to enter a unique Login ID. As a paid preparer you only need to request one Login ID. Your one Login ID allows you to enter, transmit, and efile IRS and State forms on behalf of multiple nonprofit organizations.

Once you have completed the Login ID Request process, the system will send you an email containing an activation link. **You must click on the link in the email to activate (and use) your Login ID.**

Please click the **'Next'** button to continue



Please read the information regarding Nonprofit Organization and Paid Tax Preparer logins to determine which type of login you need to request then click "Next."

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Request Login ID - Step 1

Please select the type of Login ID you are requesting (Nonprofit or Paid Tax Preparer):

Login ID Type:

Nonprofit
 Paid Preparer

Organization EIN

- 

How did you hear about us?

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If you are a 3rd party paid preparer that is preparing the registration on behalf of an organization, please obtain a “Paid Tax Preparer” login. As a “Preparer” you will be able to create and prepare registrations and annual reports on behalf of multiple organizations. You will also receive the same system generated email notifications that the officers of the organization do regarding the status of the filings you have prepared.

Request Login ID - Step 2

Please enter the following information and then click the 'Next' button (All fields are required.)

Login ID Type: **Nonprofit**
 Login ID: **01000000001**
 Password: NOTE: Password must be between 6 and 15 characters.
Verify Password:
 First Name:
 Last Name:
 Position: (Treasurer, President, etc.)
 Email Address: 
Verify Email Address:
 Daytime Phone:
 Organization:
 Name:
 Address:
 City/State/Zip: AK
 Are you an officer of the organization who is authorized to sign the Form 990?
 Are you the Chief Fiscal Officer for this Organization?

In creating your login, please use an email address that is personal to you that only you are able to access. Please **DO NOT** use a general email address for your organization OR the email address of another person, including a 3rd party paid preparer.

Each person with a login must indicate whether they are authorized to electronically sign (authenticate) filings on behalf of the organization.

Please note: 2 officers of the organization must have logins to authenticate the registration before it will be submitted to the Hawaii Attorney General's office.

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Control Panel

NOTICE: 8/28/2014 9:40 am (eastern): The maintenance is complete. You may access the system now.

Recent versions of Firefox have problems viewing some PDF files (including ours). Click [here](#) for details

You can use our system to electronically file both your IRS Form 990/990-EZ and your NY CHAR500. [Details](#)

Hawaii Tax & Charities

The first person that creates the login for the organization will usually be designated as the “Primary Contact” for the organization. The Primary Contact may create additional user logins for other officers and/or employees of the organization by clicking the “Manage User Accounts” link. Each person with a user login must use their own personal email address in creating their login and user profile. Please DO NOT use a general email address for the organization OR the email address of another person, including a 3rd party paid preparer.

| |
|--|
| |
| Click on the <i>Action</i> Icon to the right of th |
| |

Quick Menu

- [Manage User Accounts](#)
- [Technical Support](#)
- [FAQ](#)
- [Participating States](#)
- [E-Filing Steps](#)
- [Requirements and Tips](#)
- [Filing Deadlines](#)



From: "efiletechsupport@urban.org" <efiletechsupport@urban.org>
To: Deputy Attorney General
Sent: Friday, August 29, 2014 9:21 AM
Subject: Form990.org Login Activation Notice

Deputy Attorney General,

We are pleased to tell you that Deputy Attorney General has created a NonProfit Login ID for you at efile.form990.org.

Login ID: 11900201501
Name: Deputy Attorney General
Organization: Hawaii Tax & Charities

Login Type: NonProfit

Once you have activated this login ID, you can use it to enter, view and authenticate (electronically sign) IRS Form 990/990-EZ and State Registration Forms for your Organization.

Please click the link below to begin the Activation process (Note if your email program does not display the web page as a link, copy the whole link and paste it into your browser):

IMPORTANT: We recommend that you close any open browser windows before you click this link.

<https://efile.form990.org/fmAdminLoginActivate.asp?A=P081325v566911nVv>

Please feel free to contact technical

Efile.form990.org Technical Support
email: efiletechsupport@urban.org
Phone (Toll Free): 888-666-1773 (hou

Once a login for the organization has been created, each person for which a user login has been created will receive an email like this one that will be sent to the email address listed in the person's login profile to activate their login account.

If you or any person for whom a login has been created does not receive the email, check the Spam filter.

Home

Support

Links

Log In

Login

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You can use our system to electronically file both your IRS Form 990/990-EZ and your NY CHAR500. [Details](#)

You have requested an option that requires you to login.

If you do not remember your Login ID: For Nonprofits, your Login ID is the EIN of your organization (without the dash) plus a sequential number starting with 01. So for EIN 00-1234567, the first Login ID created would be 00123456701, the second Login ID would be 00123456702, and so on. If you know your Login ID, but do not remember your password, enter your Login ID below and click the 'Email Password' button. The system will send your password to the email address we have on file for you.

Please enter your login ID and password:

Login ID

Password

Log In

Cancel

Email Password

Request Login ID

Once you have activated your login you may login to the site and begin the registration.

Please **do not** share your Password and allow another person to login using your Login ID. Each person that logs into the organization's account must have their own user login.

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Control Panel

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You can use our system to electronically file both your IRS Form 990/990-EZ and your NY CHAR500. [Details](#)

Click here to start the registration process.

Hawaii Tax & Charities



Create a New Filing

Filing List

Click on the *Action* Icon to the right of the filing you want to access. See the legend (below) for a description of the actions.

*** No Returns for this Organization ***

Quick Menu

[Manage User Accounts](#)

[Technical Support](#)

[FAQ](#)

[Participating States](#)

[E-Filing Steps](#)

[Requirements and Tips](#)

Quick Jump Create New Filing Log Out

Create Filing Process (Filing Info)

User: 11900201501 - Deputy Attorney General, Hawaii Tax & Charities (NonProfit)

Welcome to the 990 Online Return and Charity Registration Creation Process

This is the starting place for creating returns and registrations in the 990 Online and Online State Charity Registration System

This process walks you through the steps of creating a new 990 Online filing. A 990 Online filing can be either a single return (such as a Form 990) or a group of related returns (such as a Form 990, a State Charity Registration for Hawaii and a State Charity Registration for Pennsylvania) are created and electronically filed as a group.

To begin the process, please enter the start and end dates for the reporting period (i.e the fiscal year which this filing covers), and click the button below. You may access more information by clicking the help icon associated with each question.

Organization EIN
Organization Name
Tax Period Start
Tax Period End

Please use the organization's most recently completed fiscal year to complete the registration.

Enter the start date & end date will automatically populate.

11-9002015
Hawaii Tax & Charities
01/01/2012
12/31/2012 x

Cancel Next >>

Questions or problems reg:
Concerned about your priv
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Current Web Page: Form99
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Last modified: June 10, 20

with a screen resolution of 1024 X 768.

Create Filing Process (Return Info)

User: 11900201501 - Deputy Attorney General, Hawaii Tax & Charities (NonProfit)

This pages allows you to specify the IRS form you wish to create. It also allows you to specify if you wish to create state filings.

Please select the type of IRS form to file (if any)

<< Back Cancel Next >>

 Please select form

- Form 8868 - Extension
- Form 990
- Form 990-EZ
- Not filing an IRS form



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 Last mod

If the organization has **already filed** an a 990/990-EZ/990-N or other annual return with the IRS, select **“Not filing an IRS Form.”**

If the organization wants to electronically file a Form 990 or 990-EZ with the IRS **and** complete the Hawaii Registration at the same time, select either the Form 990 or 990-EZ.

NOTE: You **cannot** complete the Form 8868 – Extension **and** the Hawaii Registration at the same time.

Create Filing Process (Return Info)

User: 11900201501 - Deputy Attorney General, Hawaii Tax & Charities (NonProfit)

This pages allows you to specify the IRS form you wish to create. It also allows you to specify if you wish to create state filings.

Please select the type of IRS form to file (if any)

Are you going to complete state forms for this filing?

 Not filing an IRS form

 Yes



Check
"Yes"

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Create Filing Process (State Forms)

User: 11900201501 - Deputy Attorney General, Hawaii Tax & Charities (NonProfit)

You have selected to file with one or more individual states.

Please check at least one state form you wish to file.

Click the help icon for detailed information about the state forms listed.



- Hawaii Initial Registration (URS)
- Michigan Initial Charitable Trust/ Charitable Solicitation Questionnaire
(complete this form ONLY if you have not previously filed with Michigan)
- Michigan Registration To Solicit Donations

If you are not including any state forms with this filing, please go back to the **Return Info** web page and select **No** to the **Are you going to complete state forms for this filing?** question.

<< Back Cancel Next >>

Check the Hawaii Initial Registration (URS) box.

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Create Filing Process (Summary)

User: 11900201501 - Deputy Attorney General, Hawaii Tax & Charities (NonProfit)

Summary

Organization EIN: 11-9002015
 Organization Name: Hawaii Tax & Charities
 Tax Period Start Date: 01/01/2012
 Tax Period End Date: 12/31/2012
 IRS form: Not filing an IRS form
 Form Delivery: E-file

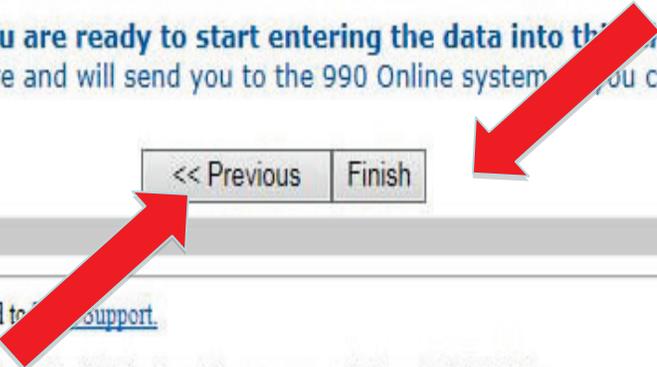
The following state forms have been selected for filing:

Hawaii Initial Registration (URS)

Check the information to verify that you **DO or DO NOT** want to file a Form 990/990EZ with the IRS **AND** you are filing a “Hawaii Initial Registration (URS).” If the information is correct, check “Finish” button.

If the above information is correct, you are ready to start entering the data into the filing. When you click the *Finish* button, the system will save the information you have entered here and will send you to the 990 Online system where you can begin entering information for the State Charitable Forms you have selected.

<< Previous Finish



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If you need to change anything, check the “Previous” button and make the corrections.

Unified Registration Statement

Organization: Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2012

Welcome to the State Registration Filing system for Hawaii.

Click **Edit URS** below to begin completing the Unified Registration Statement.

This process is for filing the Unified Registration Statement for Hawaii. If you are completing this form along with the Form 990 or Form 990-EZ, much of the required information will be copied from that form. In addition, the Form 990 or Form 990-EZ information is forwarded by the IRS to Hawaii

Please review the **Quick Jump** menu item above for additional help in entering information for the state filings.

Edit URS



Click to start entering data.

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Current Web Page: URSV300 - StartPage

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Filing and Name (1)

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2012

Type of registration

For the fiscal year which ended (mm/dd/yy)

Filer EIN

State ID

a Organization's legal name

b Has the name changed?

c All other names used to solicit contributions

Other name line 1

Other name line 2

Optional

Need to answer.

Input the data and click "Save" then "Next."

<< Back Undo Changes Save Next >>

Questions or problems regarding the information you entered on this page? Please contact the NCC. For more information, visit our website at www.ncc.org. This website is best viewed with Microsoft Internet Explorer. Current Web Page: URSV300 - Filing and Name (1) Copyright © 1999 - 2014 the NCC. Last modified: June 10, 2014.

Note: If you skip entering information into a mandatory field and click "Save" or "Next", an error message will appear. You may check the "Skip current page validation" box to move on, however, you will need to go back and fill in the information to be able to complete the registration process.

Quick Jump ▾ State Filings ▾ Hawaii ▾ **Hawaii URS** ▾ Address (2) Log Out

- 2 Street and mailing address
 - Street address
 - a Country
 - b Address Line - 1
 - c Address Line - 2
 - d City
 - e County
 - f State
 - g Zip Code

- Start Page
- Filing And Name (1)
- Address (2)
- Telephone (3)
- Offices And Incorporation (4-6)
- Legal And Registration (7A-D)
- Legal And Registration (7E-G)
- Exemption (8-11)
- Purpose And Programs (12)
- Officers And Relationships (13-14)
- Responsible Parties (15, 16, 17)
- Financial Support And Fundraising (18-20)
- Financial (21-22)
- Other Attachments
- Signatures
- What's Next

Save Next >>

IN: 11-9002015 Tax Year: 2012

Are the street and mailing address the same? Yes No

<< Back Undo Changes Save Next >>

The drop-down box under "Hawaii URS" allows you to navigate and go to any question/screen in the registration process.

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Telephone (3)

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2012

3 a Phone number

3a ? 808-586-1480 Extension

b Fax number

b ? 808-586-8116 Extension

c Tollfree number

c ? Extension

d Other telephone numbers

?

Description

Telephone number Extension

| Description | Telephone number | Extension |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

e Email

e ? ATG.Chartities@Hawaiiil.gov

f Website URL

f ? http://ag.hawaii.gov/tax/

Optional



<< Back Undo Changes Save Next >>

Enter phone numbers in a ###-###-#### format.

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Current Web Page: URSV300 - Telephone

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Quick Jump ▾ State Filings ▾ Hawaii ▾ Hawaii URS ▾ Offices And Incorporation (4-6) Log Out

Offices and Type of Organization (4-6)

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2012

4 Names, addresses and telephone numbers of all offices, chapters, etc.



Most organizations should enter their offices, chapters, etc. information by clicking the link below. However, organizations that would be required to enter a large amount of data may provide a pdf file with this information by attaching it below.

Click the link to the right to enter detail information.

[Enter offices, etc.](#)

OR upload the offices, chapters, etc. PDF file.

Browse

5 Type of organization

6

State incorporated or established

Date incorporated or established

Fiscal year end (month/day)

Information may be manually entered or you may upload a PDF document with the information.

LLC

Hawaii

07/29/2007

12/31

<< Back Undo Changes Save Next >>

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Current Web Page: URSV300 - OfficesAndIncorporation

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Legal and Registration (7 A-D)

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2012

- 7 Has organization or any of its officers, directors, employees or fundraisers:
- A Been enjoined or otherwise prohibited by a government agency/court from soliciting? 7 A ? ▾
 - B Had its registration denied or revoked? B ? ▾
 - C Been the subject of a proceeding regarding any solicitation or registration? C ? ▾
 - D Entered into a voluntary agreement of compliance with any government agency or in a case before a court or administrative agency? D ? ▾

<< Back Undo Changes Save Next >>

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Note: If you answer “Yes” to questions 7 A-D, additional fields will appear for you to provide additional information for that question.

e-file and print your Form 990 and state registration forms

Quick Jump ▾ State Filings ▾ Hawaii ▾ Hawaii URS ▾ Legal And Registration (7E-G) Log Out

Legal and Registration (7 E-G)

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2012

- 7 Has organization or any of its officers, directors, employees or fundraisers:
 - E Applied for registration or exemption from registration (but not yet completed or obtained)? E ?
 - F Registered with or obtained exemption from any state or agency? F ?
 - G Solicited funds in any state? G ?
- Identify states for 7F, 7G or plan to solicit funds ?

Most organizations should enter the other states solicited information by clicking the link below. However, organizations that would be required to enter a large amount of data may provide a pdf file with this information by attaching it below.

Click the link to the right to enter detail information.

OR upload the states information PDF file. ?

Browse...

[? Enter state information](#)

Information may be manually entered or you may upload a PDF document with the information.

Questions or problems regarding this web site should be directed to [Tech](#)
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Current Web Page: URSV300 - LegalAndRegistration2
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Exemption Information (8-11)

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2012

- 8 Has the organization been granted IRS tax exempt status? 8 ?
- Are contributions to the organization tax deductible? ?
- 9 Has tax exempt status ever been denied, revoked or modified? 9 ?
- 10 Manner in which contributions are solicited 10 ? [Enter methods of solicitation](#)
- 11 List the NTEE code(s) that best describes your organization 11 ? [Enter NTEE codes](#)

<< Back Undo Changes Save Next >>

Clicking “Enter methods of solicitation” or “Enter NTEE codes” will bring up additional screens where you may check the applicable boxes.

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Purpose and Programs (12)

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2012

12 a Purpose for which contributions are used: 

b Programs for which contributions are used: 

<< Back Undo Changes Save Next >>

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Officers and Relationships (13-14)

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2012

- 13 Names, addresses, and telephone numbers of all officers, directors, trustees, and executive staff officers. 13 [Enter officers, etc.](#)
- 14 A1 Are any officers, directors, trustees, or employees related **by blood, marriage, or adoption to:**
 - i any other officer, director, trustee or employee 14A1 i
 - ii any officer, agent, or employee of any fundraising professional firm under contract to the organization 14A1 ii
 - iii any officer, agent, or employee of a supplier or vendor firm providing goods or services to the organization 14A1 iii
- 14 A2 Does the organization or any of its officers, directors, employees, or anyone holding a financial interest in the organization have a financial interest in a business described in (ii) or (iii) above OR serve as an officer, director, partner or employee of a business described in (ii) or (iii) above? 14A2
- 14 B Have any of the organization's officers, directors, or principal executives been convicted of a misdemeanor or felony? 14B

<< Back Undo Changes Save Next >>

Clicking "Enter officers, etc." will bring up additional screens (shown below) where you will insert information on each of the officers, directors, trustees, and executive staff officers.

If you answer "Yes" to any box in Question 14, additional screens will come up for you to provide additional information regarding your answer.

13. Officers, Directors, Etc.

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2012

| Type | Name | Telephone |
|------|------|-----------|
| | | |

Buttons: Delete, Add a New Record, Delete All, Return

13. Officer, Director, Key Employee, Etc.

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2012

1 Name:

2 Title:

3 Enter a business address for officers, directors and key employees: Business name

4 Enter a business address or the address of the filing organization. DO NOT enter the individual's home address.

5 Street and mailing address: Use Organization's Address

6 Street address:

7 Country:

8 Address Line - 1:

9 Address Line - 2:

10 City:

11 State:

12 Zip Code:

13 Are the street and mailing address the same?

14 Telephone: Extension:

15 Email address:

Buttons: Cancel, Undo Changes, Save, Save & Return

ix with screen resolution

Responsible Parties (15, 16, 17)

<< Back Next >>

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2012

- 15 Names and addresses for all below:
 - a Individual(s) responsible for the custody of funds
 - b Individual(s) responsible for fund raising
 - c Individual(s) authorized to sign checks
 - d Individual(s) responsible for distribution of funds
 - e Individual(s) responsible for the custody of financial records
 - f Bank(s) in which registrant's funds are deposited
- 16 Accountant/Auditor
- 17 Receive service of process

- 15
 - a [Enter custody of funds in](#)
 - b [Enter fundraising individ](#)
 - c [Enter sign checks individ](#)
 - d [Enter distribution of func](#)
 - e [Enter financial records in](#)
 - f [Enter bank\(s\)](#)
- 16 [Enter accountant/audito](#)
- 17 [Enter service of process](#)

<< Back Next >>

For Question 15 a-f, when you click the "Enter" link, there will be additional screens (shown below) where you will insert information on each of the responsible parties. Once you have entered a party's information, it will save on the list and you may select from that list or add a person to the list and select the newly added person in answering the subsequent subsections.

13. Officers, Directors, Etc.

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2012

| Type | Name | Telephone |
|------|------|-----------|
| | | |

Buttons: Delete, Add a New Record, Delete All, Return, Edit

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 This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.
 Current Web Page: URSV300 - OfficersDirectorsEtc
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13. Officer, Director, Key Employee, Etc.

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2012

Buttons: Cancel, Undo Changes, Save, Save & Return

1 Please Select

2

3

4 Enter a business address for officers, directors and key employees
Business name

5 Enter a business address or the address of the filing organization. DO NOT enter the individual's home address.

Street and mailing address

Use Organization's Address [Click here to copy the Organization's Address](#)

Street address

- a Country: United States
- b Address Line - 1
- c Address Line - 2
- d City
- e State
- f Zip Code

Are the street and mailing address the same? Yes

- g Telephone
- h Extension
- i Email address

Buttons: Cancel, Undo Changes, Save, Save & Return

Financial Support and Fundraising (18-20)

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2012

- 18 **A** Does the organization receive financial support from other nonprofit organizations? 18A ?
- B** Does the organization share revenue or governance with any other non-profit organization? B ?
- C** Does any other domestic or foreign organization own a 10% or greater interest in your organization or does your organization own a 10% or greater interest in any other domestic or foreign organization? C ?
- 19 **a** Does the organization use volunteers to solicit directly? 19a ?
- b** Does the organization use professionals to solicit directly? b ?
- 20 Outside fundraising professionals 20 ? [Enter professional fundraisers](#)

If you answer "Yes" to any box in Question 18, additional screens will come up for you to provide additional information regarding your answer.

<< Back Undo Changes Save Next >>

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Current Web Page: URSV300 - FinancialSupportAndFundraising
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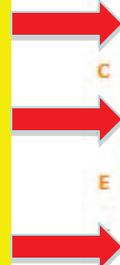
Financial (21-22)

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2012

| | |
|--|--|
| <p>21 Amount paid to PFR/PS/FRC during previous year</p> <p>22 A Total contributions</p> <p> B Program service expenses</p> <p> C Management and general expenses</p> <p> D Fundraising expenses</p> <p> E Total expenses</p> <p> F Fundraising expenses as a percentage of total expenses</p> <p> G Fundraising expenses plus management and general expenses as a percentage of funds raised</p> <p> H Program services as a percentage of total expenses</p> | <p>21 ? <input type="text"/></p> <p>22A ? <input type="text"/></p> <p> B ? <input type="text"/></p> <p> C ? <input type="text"/></p> <p> D ? <input type="text"/></p> <p> E ? <input type="text" value="0"/></p> <p> F ? <input type="text"/></p> <p> G ? <input type="text"/></p> <p> H ? <input type="text"/></p> |
|--|--|

For help on what information should be inserted for Questions 21 -22 click the help buttons next to each item.



<< Back Undo Changes Save Next >>

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 Current Web Page: URSV300 - Financial
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Other Attachments

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2012

Please attach any pdf documents that may further describe your organization to the public. **The contents of these documents will be made available to the general public.**

DO NOT provide a copy of the IRS Form 990 or Form 990-EZ. These forms are submitted using the Hawaii Annual Transmittal form.

Also, if the list of offices, branches, chapters, affiliates, etc. or the other states solicited information was not entered where requested, attach the appropriate pdf files.

Upload an attachment Browse... ?

<< Back Undo Changes Save Next >>

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Current Web Page: URSV300 - Other Attachments
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You may upload PDF documents with additional information on your organization here. **Please note that any documents submitted with your registration will be made available on the Hawaii Charities website for public viewing.**

Signatures

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2012

2 a First signature

First Signature's Title

2a ? Please Select ▾

b Second signature

Second Signature's Title

b ? Please Select ▾

Note: If an authorized signer is not shown in the dropdown list(s) above, click this help icon for details on adding the signer.

<< Back Undo Changes Save Next >>



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The names that will appear in the drop down box are the names of the people who have active logins to this account and whose profile indicates that the person is authorized to sign documents on behalf of the organization. **2 officers of the organization must electronically sign (authenticate) the registration in order to complete it and for the system to submit it to the Hawaii Attorney General.**

[Quick Jump](#) ▾ [State Filings](#) ▾ [Hawaii](#) ▾ [Hawaii URS](#) ▾ [What's Next](#) [Log Out](#)

- [Home](#)
- [Control Panel](#)
- [Status Page](#)
- [Verify Current Form](#)
- [Verify Filing](#)
- [Generate and View PDFs](#)
- [Hawaii State Information](#) ▾

What To Do Next

Organization: Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2012

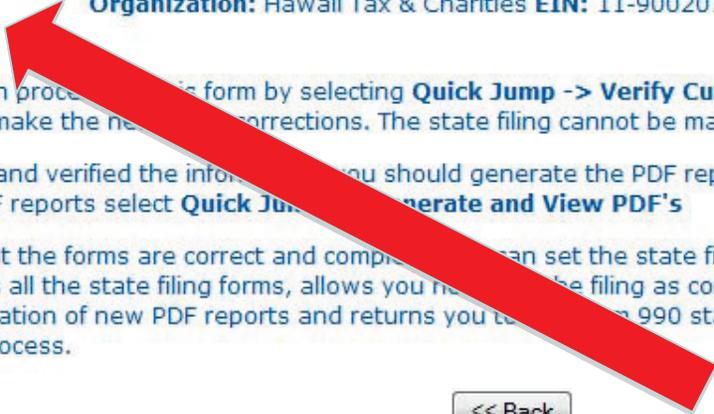
on process. To verify this form by selecting **Quick Jump -> Verify Current Form**. Any error that exist on the form are make the necessary corrections. The state filing cannot be marked complete until all errors are fixed.

Once you have completed and verified the information you should generate the PDF reports for the forms and print a copy for your files. To generate and view the PDF reports select **Quick Jump -> Generate and View PDF's**

When you are satisfied that the forms are correct and complete you can set the state filing as **Filing**. This process verifies all the state filing forms, allows you to mark the filing as complete. The filing process initiates the generation of new PDF reports and returns you to the Hawaii 990 state authentication and filing process.

[<< Back](#)

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 Current Web Page: URSV300 - WhatNext
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Clicking "Quick Jump" you may:

- "Verify Current Form" to display any errors or missing information in your registration,
- "Generate and view a PDF Copy" of the filing, and
- "Verify the Filing."

View and Build PDFs

Refresh Return

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2012

The PDF files are in the process of being generated. The generation request was made 8/29/2014 6:42:59 PM and has not started. You can click the Refresh button to monitor when this process is complete or you can continue working and check back later.

Click here to generate (or regenerate) the pdf files for this filing.

Click the PDF file description below to view the PDF file.

HI Unified Registration Statement (URS)

Click the orange "here" to generate the PDF. Once you click, if you hit "refresh" it will tell you the status of making the PDF.

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NAAG/NASCO Standardized Reporting URS v. 3.01 Pg1

Unified Registration Statement (URS) for Charitable Organizations© (v. 3.01)

Initial registration Renewal/Update

This URS covers the reporting year which ended (month/day/year) 12/31/2012

Filer EIN 11-9002015

State HI State ID _____

1. Organization's legal name Hawaii Tax & Charities
 If changed since prior filings, previous name used kathy's test login
 All other name(s) used _____

2. (A) Street address 425 Queen Street
 City Honolulu County United States
 State HI Zip Code 96813

(B) Mailing address (if different) _____
 City _____ County _____
 State _____ Zip Code _____

3. Telephone number(s) (808)586-1480 Fax number(s) (808)586-8116
 E-mail ATG.Charities@Hawaii.gov Web site http://ag.hawaii.gov/tax/

4. Names, addresses (street & P.O.), telephone numbers of other offices/chapters/branches/affiliates (attach list).

5. Date incorporated _____ State of incorporation _____
 Fiscal year end: month/day _____

6. If not incorporated, type of organization, state, and date established On 07/29/2007, Limited Liability Corporation established in HI.

Return

tion of 1024 X 768.



This is what the PDF will look like and you may print and review it to make sure that all of the information is correct.

Verification Errors - Current Form

[Return](#)

Organization: Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2012

Verification process. You may proceed with entering more information or if all forms have been completed, you may click on the "Verify Filing" button (see below) to verify the filing and mark it as complete.

[Return](#)

Questions or problems regarding this web site should be directed to [Tech Support](#).
 Concerned about your privacy? Please view our [privacy](#) policy.
 This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.
 Current Web Page: Common - VerificationErrorsCurrentForm
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Once all required information has been inputted and there are no errors, select "Quick Jump" and "Verify Filing" to complete the registration and log off.

Quick Jump ▾ State Filings ▾ Hawaii ▾ Hawaii URS ▾ What's Next Log Out

Verification Errors

[Return](#)

Organization: Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2012

No errors exist for this verification process. You may proceed with entering more information or if all information has been entered, you may proceed to mark the filing as complete.

Click [here](#) to mark filing as complete.

[Return](#)

Questions or problems regarding this web site should be directed to [Tech Support](#).

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This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.

Current Web Page: Common - VerificationErrors

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Click the orange "here" to to complete the registration and log off.

From: "efiletechsupport@urban.org" <efiletechsupport@urban.org>
To: Deputy Attorney General
Sent: Friday, August 29, 2014 11:57 PM
Subject: 990 Online Filing: Final Steps

Hawaii Tax & Charities
11-9002015
Filing Year: 2012

Return(s) in this Filing:
> HI URS (E-file)

Filing Status Page:
<http://efile.form990.org/frmNPCheckFedStateGroupStatus.asp?GroupID=172395>

Each of the officers should click this link and log in to the registration site to start the authentication process.



Thank you for using the 990 Online for creating this filing. All the forms in this filing have been marked as complete. That means that this filing is almost ready to be electronically transmitted. The following steps need to be performed before we can transmit this filing:

AUTHENTICATION (Electronically Sign this Filing)

The Authentication process is where the authorized officers of (and/or Paid Tax Preparer for) the organization electronically sign this filing. This step is REQUIRED in order to electronically file this return. To begin this process, the people listed below must go to the 'Filing Status' page and click the 'Click Here to Authenticate' link. Once you have started the process, the system will ask you to attest to several things. The system will then send you an email with a link in it. You must click the link in the email, log back into the system and then certify that you are authorized to sign the return in order to complete the process. We cannot electronically file this return until the processed has been completed by the people listed below. You can click on the 'Filing Status Page' link above to begin the Authentication Process. The following people must perform this step:

- > Deputy Attorney General (Login ID: 11900201501)
- > Toby Persian (Login ID: 11900201502)

VERIFY FINAL COPY OF YOUR RETURN(S):

After you marked your return as complete (and paid the 990 Online Usage Fee - if applicable), our system generated the FINAL PDFs of your filing. We strongly encourage you to review the final copy of your filing that was created when you marked it as complete. The pdf of this final copy is available at the Filing Status Page for your filing. Please click the link at the top of this email to go to the Status page for this filing.

Please feel free to contact us if you have any questions.

Thank You

efile.form990

Once the registration has been marked as complete, the system will automatically send an email like this to the 2 officers selected to electronically sign (authenticate) the registration and the individual that prepared the registration. The email will be sent to the email address listed for each person in their user profile.

Check Filing Status

Hawaii Tax & Charities
11-9002015
2012 HI State form
1/1/2012 - 12/31/2012

Links

[Control Panel](#)
[E-file Steps](#)

View PDF images of this filing

 [HI Unified Registration Statement \(URS\)](#)

Current Status: **Awaiting Authentication**

The data entry for this return is complete. The filing must now be authenticated (electronically signed).

Next Step:

Each of the people listed in the *Authentication Step* in the Filing Checklist (below) must authenticate this return. To begin the process, each person must log into the system, come to this page and then click the *Click here to Authenticate this Filing* link next to their name in the Filing Checklist.

Filing Checklist

| No. | Step | Status | Description |
|-----|--|--|---|
| 1 | Edit HI URS: | <input checked="" type="checkbox"/> OK | Completed by Deputy Attorney General, President on 8/30/2014 5:57:44 AM |
| 2 | Authentication (electronic signature): | | |
| | » Deputy Attorney General, President | <input type="checkbox"/> To Do | This officer must Authenticate this filing. |
| | » Toby Persian, Vice President | <input type="checkbox"/> To Do | Click Here to Authenticate this Filing |

NOTE: Contact [Tech Support](#) if you want to edit a completed form above

Once logged in, the officer should review the PDF copy of the filing to make sure that all of the information is correct.

Once the officer verifies that the registration is complete, click "click here to Authenticate the Filing" to start the authentication process.

If corrections need to be made to the registration, contact tech support.



e-file and print your Form 990 and state registration forms

Home Support Links Log Out

Authenticate (electronically sign) Filing - Step 1

Hawaii Tax & Charities
11-9002015
2012 HI State form
1/1/2012 - 12/31/2012

IMPORTANT: If you are not authorized to sign this filing, or if you are not the person listed below, please click the Cancel button below.

Name: Deputy Attorney General
Title: President
Email: ATG.Charities@Hawaii.gov

(If your email address is not correct, please correct it before proceeding)

Please click the Next button to continue.

Cancel Next >>

Questions or prc
Concerned abou
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Copyright © 199
Last modified: A

Please note, only the officer of the organization identified in the authentication screen should be completing the authentication.

Authenticate (electronically sign) Filing - Step 2

Hawaii Tax & Charities
 11-9002015
 2012 HI State form
 1/1/2012 - 12/31/2012

If you are ready to sign this filing, please read the declarations below and then click the **Sign Filing** button.

NOTE: The following declarations are required by the IRS and/or any state(s) in which you have elected to file.

Hawaii State Declaration: In signing or authenticating this registration statement I certify that the statements contained therein are true and correct to the best of my knowledge and that this registration statement is being signed under penalties provided by section 710-1063, Hawaii Revised Statutes

General Declaration: It is my intent to sign this document using my Login ID as a digital signature. I understand that pursuant to any state or federal law applicable to electronic transactions or digital signatures, that my electronic signature has the same legal effect as a physical signature including, but not limited to, penalties provided by law for unsworn falsification to a governmental authority in an official matter.

Deputy Attorney General
 Name

President
 Title

8/31/2014
 Date

Cancel Sign Filing

Please note, by electronically signing (authenticating) this filing the person is certifying under penalties of unsworn falsification that the statements contained in the filing are true and correct to the best of their knowledge and that they are the person identified in the authentication screen. Under Hawaii's laws, committing an unsworn falsification is a misdemeanor.

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From: "efiletechsupport@urban.org" <efiletechsupport@urban.org>
To: ATG.Charities@Hawaii.gov
Sent: Sunday, August 31, 2014 11:05 AM
Subject: 990 Online Authentication

Deputy Attorney General,

The filing for the following organization is ready for authentication:

Organization Name: Hawaii Tax & Charities
Organization EIN: 11-9002015
Filing Description: HI State form

Please follow the link below to complete the process:

<https://efile.form990.org/ConfGrp.asp?119002015Rp601081kU>

NOTE: you will be required to log in again when you click this link.

Once you certify that you Authenticated (signed) the filing, it will be marked as submitted.

Thank You

efile.form990.org Technical Support



After completing Step 2 of the Authentication process, the system will instruct the officer to close their browser. The system will then automatically send this email to the officer. The email will be sent to the email address listed in the officer's user login profile.

The officer **must** use the link provided in the email that takes you back to the registration site to login and complete the final step in the authentication process.



e-file and print your Form 990 and state registration forms

Certify Authenticator

Hawaii Tax & Charities
11-9002015
2012 HI State form
1/1/2012 - 12/31/2012

Name: **Deputy Attorney General**
Title: **President**

This is the final step in the authentication process.

I certify that I am Deputy Attorney General and that I am authorized to sign this filing (click below).

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Authentication Successful

Hawaii Tax & Charities
11-9002015
2012 HI State form
1/1/2012 - 12/31/2012

This filing has been authenticated.

Thank you.

Your filing is now ready to transmit to HI. This should happen within one business day.

Once HI has received your filing, they will process it and send us back an acknowledgment, Our system will then send you an e-filing receipt, via email, stating whether the filing was accepted or rejected. If the filing was rejected, the e-filing receipt will contain information to help you make the appropriate corrections so you can resubmit the filing.

You can check the status of your filing at any time at the 990 Online Return Status page (Click below).

Please print this page for your records.

[Return to Control Panel](#)



After completing the authentication process the officer may click the "Return to Control Panel" to view the status of the registration.

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Control Panel

NOTICE: Recent versions of Firefox have problems viewing some PDF files (including ours). Click [here](#) for details

You can use our system to electronically file both your IRS Form 990/990-EZ and your NY CHAR500. [Details](#)

Hawaii Tax & Charities

Create a New Filing

| Filing List | | | | | | | | |
|---|------------|------------|------------|-------------|----------|-------------|---------|------------------------------|
| Click on the <i>Action</i> Icon to the right of the filing you want to access. See the legend (below) for a description of the actions. | | | | | | | | |
| Tax Year | Start Date | End Date | Created On | Filing Type | IRS Form | State Forms | Status | Action (see Legend below) |
| 2012 | 1/1/2012 | 12/31/2012 | 08/29/2014 | Return | None | HI URS | Pending | |

- Quick Menu**
- [Manage User Accounts](#)
 - [Technical Support](#)
 - [FAQ](#)
 - [Participating States](#)
 - [E-Filing Steps](#)
 - [Requirements and Tips](#)
 - [Filing Deadlines](#)

If both officers have completed the authentication process the status will indicate that the registration is "Pending." If one officer still needs to complete the authentication process, the status will indicate "Awaiting Authentication."

- Action Legend**
- Edit a Return in Filing
 - View Filing Status
 - Change Return Dates
 - Delete Filing
 - Authenticate Filing
 - Pay 990 Online Usage Fee

Subject: State Registration E-filing Receipt - Status: Acknowledged
From: efiletechsupport@urban.org (efiletechsupport@urban.org)
To: ATG.Charities@Hawaii.gov
Date: Wednesday, September 3, 2014 10:12 AM

Organization: Hawaii Tax & Charities
EIN: 11-9002015
Return Type: State of Hawaii URS Registration
Return Year: 2012
Submission ID: 7800582014246b177060
Return Timestamp:
Acknowledgement Date: 9/3/2014

Thank you for using the Online State Registration system for your registration statement. This email contains some important information regarding the registration statement we transmitted.

You may want to keep this email in case you need to contact Hawaii.

The return (or registration statement) described above was transmitted to Hawaii. Hawaii has acknowledged the receipt of the return (or registration statement).

Congratulations.

Acknowledgement of the return (or registration statement) merely means that it has been received in the State of Hawaii Attorney General's office. It does not mean that the return (or registration statement) has been processed or that the information contained therein has been reviewed. You will be notified separately by the Hawaii Attorney General's office of results of their review.

Please visit <http://efile.form990.org> to stay informed of enhancements to our e-filing systems.

Once again, thank you for using the 990 Online system.

e-file.form990.org technical support
Phone: 888-666-1773 (toll free)
email: efiletechsupport@urban.org

This is the final email that the registration system sends once the Registration has been received by the Hawaii Attorney General's office. The email is sent to the 2 officers that authenticated the Registration and the individual that prepared the filing.