

Hawaii Charity Registration Guide

September 2014 562646.1



- ➢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.



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

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)

News

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

- 990-EZ -- requirements
- 990-N -- use <u>epostcard.form990.org</u>
- 8868 extension request -- requirements
- State forms -- <u>Hawaii</u>, <u>Michigan</u> & <u>New York</u> available now. More <u>coming soon</u>!

Pricing

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





Links

Support

Home

Log In

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

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



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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."





Request Login ID - Step 1

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

Login ID Type:

Organization EIN

Nonprofit Paid Preparer

How did you hear about us?

<< Back Next >>

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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.



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4

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

Request Login ID - Step 2

Email Address: Verify Email Address: Daytime Phone: Daytime Phone: Organization: Name: Address: City/State/Zip: Akt: Are you an officer of the organization who is authorized to sign the Form 990? Are you the Chief Fiscal Officer for this Organization? Each person with a log indicate whether they authorized to electrom (authenticate) filings of the organization. Please note: 2 officer or ganization must he log indicate whether they authorized to sign the Form 990?	email <u>R</u> the n,	ress that is personal to you you are able to access. <u>O NOT</u> use a general emai or your organization <u>OR</u> the ress of another person, a 3rd party paid preparer.	that only y Please <u>De</u> address fe email add	Password must be between 6 and 15 c	NOTE: P	Nonprofit 0100000001	Login ID Type: Login ID: Password: Verify Password: First Name: Last Name: Position:
City/State/Zip: AK ÷ Please note: 2 office Are you an officer of the organization who is authorized to sign the Form 990? Are you the Chief Fiscal Officer for this Organization?	are ically si	Each person with a login r indicate whether they are authorized to electronically (authenticate) filings on be of the organization.					Email Address: Verify Email Address: Daytime Phone: Organization: Name:
submitted to the Ha	ave te the t will be waii	Please note: 2 officers o organization must have logins to authenticate th registration before it will submitted to the Hawaii Attorney General's office	;	the Form 990?	n?	cer for this Organizatio	City/State/Zip: Are you an officer of the org Are you the Chief Fiscal Off << Back Next >>



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

Click on the Action Icon to the right of th

Quick Menu

Manage User Accounts

Technical Support

FAQ

Participating States

E-Filing Steps

Requirements and Tips

Filing Deadlines

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 <u>DO NOT</u> use a general email address for the organization <u>OR</u> the email address of another person, including a 3rd party paid preparer.

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//frmAdminLoginActivate.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.



Links

Support

Home

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

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.

Log In

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 addres we have on file for you.

Please enter your login ID and password:

Login ID
Password

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

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

	Log In	Cancel	_
	Email Pa	issword	
1	Request	Login ID	

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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







Create Filing Process (Filing Info)

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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 Forr 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 i button below. You may access more information by clicking the help icon associated with each question.

Organization EIN Organization Nar Tax Period Start Tax Period End D

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

Questions or problems reg Concerned about your priv This website is best viewed Current Web Page: Form99 Copyright © 1999 - 2014 t Last modified: June 10, 20

Once you enter the start date & end date will automatically populate.

11-9002015		
🕜 Hawaii Tax & Charities		
01/01/2012		
2 12/31/2012 × 📖		
Cancel Next >>		\sim
	>	

vith 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 >>	Form 8 Form 9 Form 9	90-EZ		
Questions or problems regarding this web site should be directed to <u>Tech Support</u> . Concerned about your privacy? Please view our <u>privacy</u> policy. This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox Current Web Page: Form990Main - CreateNew_ReturnInfo Copyright © 1999 - 2014 the NCCS/NASCO E Filing Site. All rights reserved	with a screen resolution of 1024 X 768.		ng an IRS form	 	-
If the organization has <u>alread</u> or other annual return with the Form. "					

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

NOTE: You <u>cannot</u> complete the Form 8868 – Extension <u>and</u> 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)	🕜 Not filing an IRS form		\checkmark
Are you going to complete state forms for this filing?	Sack Cancel Next >>	Check "Yes"	
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Create Filing Process (State Forms)

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



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Create Filing Process (Summary)

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

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

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

The following state forms have been selected for filing:

Hawaii Initial Registration (URS)

If the above information is correct, you are ready to start entering the data into the information. When you click the *Finish* button, the system save the information you have entered here and will send you to the 990 Online system of an begin entering information for the State Charit 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

EditUDS	Click to start
	entering data.

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lick Jump → State Filings → Hawaii → Hawaii URS → Filing And Name (1) Log Out



ONLINE FORM

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

process.

Quick Jump 🔹 State Filings 🚽 Hawaii				
	Start Page	(2)		
	Filing And Name (1)			
	Address (2)	Save Next >>		
	Telephone (3)	IN: 11-9002015 Tax Yea	ar: 2012	
² Street and mailing address	Offices And Incorporation (4-6)			
Street address	Legal And Registration (7A-D)			
	Legal And Registration (7E-G)			
^a Country	Exemption (8-11)	s	•	
Address Line - 1	Purpose And Programs (12)	treet		
Address Line - 2	Officers And Relationships (13-14)			
d City	Responsible Parties (15, 16, 17)			
	Financial Support And Fundraising (18-20)		The drep down hey	
e County	Financial (21-22)	3	The drop-down box	
f State	Other Attachments		under "Hawaii URS"	
g Zip Code	Signatures	-		
	What's Next		allows you to navigate	
Are the street and mailing ad	dress the same? 🕜 Yes 💌			
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Questions or problems regarding this web site			screen in the registration	

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Quick Jump - State Filings - Hawaii - Hawaii URS - Telephone (3) Log Out

ONLINE

		Telephone (3)	
	<< Back	Undo Changes Save Next >>	
Organizatio	n: Hawaii T	x & Charities EIN: 11-9002015 Tax Year	
³ ^a Phone number	3a 🍞	808-586-1480 Extension	Enter phone numbers in
• Fax number	ь 🥐	808-586-8116 Extension	a ###-###-#### format.
 Tollfree number 	۶ 🕐	Extension	
^d Other telephone numbers	?		
Description	Tele	none number Extension	
e Email	۰ 🥐	ATG.Chartities@Hawaiil.gov	
^f Website COptional	f 🕐	http://ag.hawaii.gov/tax/	
	<< Back	Undo Changes Save Next >>	

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Current Web Page: URSV300 - Telephone

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FORM



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

ONLINE

		Offices and Type of Orga	nization (4-6)
		<< Back Undo Changes	Save Next >>
	Or	ganization: Hawaii Tax & Charities EIN	l: 11-9002015 Tax Year: 2012
4	Names, addresses and telephone nur chapters, etc.	nbers of all offices, 4	
		offices, chapters, etc. information by clip provide a pdf file with this information by	cking the link below. However, organizations that would be required y attaching it below.
	Click the link to the right to enter det	ail information.	Enter offices, etc.
	OR upload the offices, chapters, etc.	PDF file. 🕜	
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	State incorporated or established	may upload a PDF	🕐 Hawaii 🔽
	Date incorporated or established	document with the	⑦ 07/29/2007 III
	Fiscal year end (month/day)	information.	12/31
		<< Back Undo Changes	Save Next >>

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FORM

Quick Jump - State Filings - Hawaii - Hawaii URS - Legal And Registration (7A-D) Log Out Legal and Registration (7 A-D) << Back Undo Changes Save Next >> Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2012 Has organization or any of its officers, directors, employees or fundraisers: 7 A Been enjoined or otherwise prohibited by a government agency/court from soliciting? А (?) в 🥐 B Had its registration denied or revoked? ^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? Undo Changes << Back 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.

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

ONLINE

FORM

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	Leg	al and Registratio	on (7 E	-G)			~
	<< Back	Undo Changes	Save	Next >>			
Organizatio	n: Hawaii T	Tax & Charities EIN	: 11-90	02015 Tax	Year: 2012		
7 Has organization or any of its officers, directors	, employees	s or fundraisers:		7			
E Applied for registration or exemption from regis obtained)?	tration (but	not yet completed	or	E 🕐 [\checkmark		
F Registered with or obtained exemption from any	y state or ag	gency?		F 🕐	\checkmark		
^G Solicited funds in any state?				G 🕐 🛛	~		
Identify states for 7F, 7G or plan to solicit funds	3			?			
Most organizations should enter the other state enter a large amount of data may provide a pdf					However, organizations that would be re	equired to	
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bring up

boxes.

additional

screens where

you may check the applicable

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

Quick Jump - State Filings - Hawaii - Hawaii URS - Exemption (8-11) Log Out

ONLINE



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FOR

Quick Jump - State Filings - Hawaii - Hawaii URS - Purpose And Programs (12) Log Out

ONLINE

	Purpose and Programs (12)						
	<< Back	Undo Changes	Save	Next >>			
Organizatio	on: Hawaii T	ax & Charities EIN	: 11-90	02015 Ta	x Year:		
12 a Purpose for which contributions are used:	?						
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				\sim			
Programs for which contributions are used:	(?)						
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FORM

Quick Jump - State Filings - Hawaii - Hawaii URS - Officers And Relationships (13-14) Log Out





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Quick Jump 👻 State Filings 👻 Hawaii 👻 Hawaii URS 👻	Financial Support And Fundraisin	g (18-20) Log Out		
	Financial Support and Fundra << Back Undo Changes	aising (18-20) Save Next >>		^
Organizatio 18 A Does the organization receive financial support f	n: Hawaii Tax & Charities EIN:	11-9002015 Tax Year:	²⁰¹² If you answer "Yes" to any	
^B Does the organization share revenue or governa organization?	the organization share revenue or governance with any other non-profit			
	other domestic or foreign organization own a 10% or greater interest in your c ⑦ v additional screens will for or does your organization own a 10% or greater interest in any other come up for you to provid			
19 a Does the organization use volunteers to solicit d		19a 🕜 🔽	additional information regarding your answer.	
 b Does the organization use professionals to solici 20 Outside fundraising professionals 	t directly?	^b ⑦ 🔽 🗸	rofessional fundraisers	
outside fundraising professionals	<< Back Undo Changes	Save Next >>		~
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Current Web Page: URSV300 - FinancialSupportAndFundraising

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Quick Jump - State Filings - Hawaii - Hawaii URS - Financial (21-22) Log Out

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28



Quick Jump - State Filings - Hawaii - Hawaii URS - Other Attachments Log Out

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 >>

Questions or problems regarding this we Concerned about your privacy? Please v This website is best viewed with Micros Current Web Page: URSV300 - OtherAt Copyright © 1999 - 2014 the NCCS/NA Last modified: June 10, 2014.

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.



Quick Jump - State Filings - Hawaii - Hawaii URS - Signatures Log Out

	Signatures	~
	<< Back Undo Changes Save Next >>	
Organization	n: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2012	
2 a First signature	^{2a} 🕐 Please Select	
First Signature's Title		
^b Second signature	^b ⑦ Please Select	
Second Signature's Title		
Note: If an authorized signer is not shown in the dropdown list(s) above, click this help icon for deta on adding the signer.	ils 🕜	
	<< 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.**



Guick Sump + State Filings	Hawaii • Hawaii 0K3 • Wilat S Wext Log Out					
Home	What To Do Next					
Control Panel						
Status Page	Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2012					
Verify Current Form						
Verify Filing		and the second				
Generate and View PDFs						
Hawaii State Information 🕨	I make the new porrections. The state filing cannot be mar	ked complete until all errors are fixed.				
Once you have complete	d and verified the info	orts for the forms and print a copy for your files. To				
generate and view the P	DF reports select Quick June Perate and View PDF's					
When you are satisfied that the forms are correct and composition an set the state file Clicking "Quick Jump" you						
When you are satisfied that the forms are correct and composition and set the state file Olice Ring Guice Journey you Filing. This process verifies all the state filing forms, allows you have be filing as contract of the state file Olice Ring of the state file Set Set Set Set Set Set Set Set Set Set 						
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		"Verify Current Form" to				
Questions or problems regarding t	his web site should be directed to <u>Tech Support.</u>	diaplay any arrors or missing				
Concerned about your privacy? Pl		display any errors or missing				
	ficrosoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X	information in your registration.				
Current Web Page: URSV300 - W	hatNext					

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> ➤ "Generate and view a PDF Copy" of the filing, and

➤ "Verify the Filing."

Verification Errors - Current Form

Return

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

State Form Web Page

IRS denied, revoked, etc. explanations and attachments At least one IRS denied, revoked, or modified explanation must be specified. HI URS

NTEE Codes Purpose and Programs (12) Officers and Relationships (13-14) Officer, Director, Etc. Individuals responsible for custody of funds Individuals responsible for fundrasing Individuals authorized to sign checks Individuals responsible for distribution of funds Individuals responsible for custody of financial records

Banks in which registrant's funds are deposited Accountant/Auditor - Name and Address (16) Accountant/Auditor - Name and Address (16) Accountant/Auditor - Name and Address (16) Financial Support and Fundraising (18-20) Financial Support and Fundraising (18-20)

Error Messages At least one NTEE code must be specified. PurposeAndPrograms is required. Relationships is required. Type is required. Type is required. Name is required. The orange links on Name is required. Title is required. the left side of the Title is required. Business name is required.

Street address is required. Street address is required. Street address is required. Street address is required. Telephone is required. Telephone is required.

page will take you directly to the page that requires additional information.

At least one individual responsible for custody of funds must be specified. At least one individual responsible for fundraising must be specified. At least one individual responsible for signing checks must be specified. At least one individual responsible for distribution of funds must be specified. At least one individual responsible for custody of financial records must be specified. At least one bank must be specified. AccountantAuditor is required. AccountantAuditor is required. Method Of accounting is required. 32 Uses volunteers is required. Uses professionals is required.



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

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)

	NAAG/NASCO Standardized Reporting UI	RS v. 3.01 Pg1	
	Unified Registration Statement (URS) for Charitable Organizations© (v. 3.01)	E
Quest	🗹 Initial registration 🛛 🗌 Renewal/Update		
Conc	This URS covers the reporting year which ended (month/day/year) 12/31/2012		
This	Filer EIN 11-9002015		tion of 10
Curre	State HI State ID		
Copy	1. Organization's legal name Hawaii Tax & Charities		
Last	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		<u> </u>
	State HI Zip Code 96813	\leq	
	(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.Chartities@Hawaiil.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 incorporatedState 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 e	stablished in HI.	

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.

ion 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.

🔄 🕨 🖆 🕂 🎯 efile.form990.org/EntryMain.aspx?LoginStateID=1391124&StateFlag=True — States - Verification Er	Errors - Current Form C Reader
FORM <mark>990</mark> ONLINE	e-file and print your Form 990 and state registration forms
Guick Jump ▼ State Filings ▼ Hawaii ▼ Hawaii URS ▼ Start Page Log Out	e-me and print your Form 990 and state registration forms
Home Quick Jump Options Verification Errors - Current Form	
Control Panel	
Status Page Return	
Verify Current Form Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2	2012
Verify Filing fication process. You may proceed with entering more information or if all for	rms have been completed, you may
Generate and /iew PDFs 1p -> Verify Filing) to verify the filing and mark it as complete.	
Hawaii State formation > Return	
Questions or proteins regarding this web site should be directed to Tech Support.	
Concerned about our privacy? Please view our privacy policy.	
This website is the stream of	
Current Web Pa : Common - VerificationErrorsCurrentForm	
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Last modified: J ie 10, 2014.	

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 <u>here</u> to mark filing as complete.

Questions Concerne Return

Questions on problems regarding this web site should be directed to <u>Tech Support</u>.

Concerned out your privacy? Please view our privacy policy.

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

Current Wei Page: Common - VerificationErrors

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Last modified: June 10, 2014.

Click the orange "here" to to complete the registration and log off. ▶ 🔁 + 🌏 about:blank — Print

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.

C Reader

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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)

--> Tobby 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.



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

			(Check Filing Status		
Hawaii Tax & Charities 11-9002015 2012 HI State form 1/1/2012 - 12/31/2012	3			Links <u>Control Panel</u> <u>E-file Steps</u>		View PDF images of this filing hified Registration Statement (URS) Once logged in, the
Current Status: Next Step:	Each of the people list return. To begin the	s return is complet sted in the <i>Authent</i> process, each pers	<i>ication</i> Step in the son must log into	st now be authenticated (electronically s ne Filing Checklist (below) must authent o the system, come to this page and the me in the Filing Checklist.	icate this	officer should review the PDF copy of the filing to make sure that all of the
 <u>No. Step</u> 1 Edit HI URS: 2 Authentication (elec » Deputy Attorney » Tobby Persian, Y 	General, President	Status OK To Do To Do NOTE: Co	This officer m Click Here to	Filing Checklist		Once the officer verifies that the registration is complete, click "click here to Authenticate the Filing" to start the authentication
Questions or problems regard Concerned about your privacy This website is best viewed wi Copyright © 1999 - 2014 the N Last modified: April 25, 2014.	/? Please view our priva th Microsoft Internet Ex	cy policy. plorer 6.0+ or Moz	rved. rved. regi	orrections need to nade to the stration, contact n support.		process. 37

ONLINE

Links

Log Out

FORM

Home

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Support



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 pro Concerned about This website is b Copyright © 199 Last modified: A

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

4



Log Out

Home Support Links

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 President 8/31/2014 Name Title Date

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

Sign Filing Cancel

C Reader



CHARITABLE STATISTICS the Institute

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

Authenticate (electronically sign) Filing - Step 3

You will receive an email shortly that contains a link to complete the authentication process for this filing.

You must follow the link in the email and certify that you authenticated this filing.

This filing cannot be electronically filed until this is done.

IMPORTANT NOTE

You should receive the Authentication email within five minutes. If you do not receive it in that time, please check your email spam filter to make sure the email was not sent to your Spam folder.

Please close your browser now.

(You may experience problems with the final authentication step if you leave this browser window open.)

Questions or problems regarding this web site should be directed to Tech Support

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After completing Step 2 of the Authentication process, the officer <u>must</u> close their browser to move on to the final step in the authentication process. The system will then automatically send an email to the officer with a link to complete the authentication process.

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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

This 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.





NATIONAL CENTER FOR at CHARITABLE STATISTICS the Institute

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This is the final step in the

authentication process.

Certify Authenticator

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

> Name: Title:

Deputy Attorney General President

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

Certify

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Authentication Successful



CHARITABLE STATISTICS the

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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 acknowlegment, 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 (Cl Please print this page for your records. Return to Control Panel Questions or problems regarding this web site should be directed to <u>Tech Support</u> Concerned about your privacy? Please view our <u>privacy</u> policy. This website is best viewed with Microsoft Internet Explorer 6.0+ or Mozilla Firefox with a screen resolution of 1024 Copyright © 1999 - 2014 the NCCS/NASCO E-Filing Site. All rights reserved. Last modified: April 25, 2014.



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 Action 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	\square

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 ReturnDates
- Delete Filing
- Authenticate Filing
- Pay 990 Online Usage Fee

From: <efiletechsupport@urban.org> To: <ATG.Charities@Hawaii.gov> Date: 09/05/2014 11:55 PM Subject: 990 Online Filing: Final Steps

Hawaii Tax & Charities 11-9002015 Filing Year: 2013

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

Filing Status Page: http://efile.form990.org/frmNPCheckFedStateGroupStatus.asp?GroupID=172614

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.

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:

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--> Deputy Attorney General (Login ID: 11900201501)

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

Thank You

efile.form990.org technical support team

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