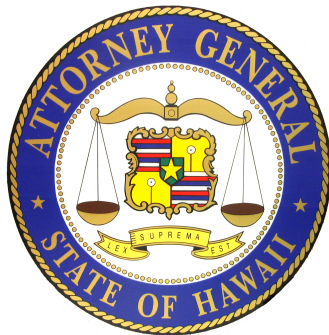


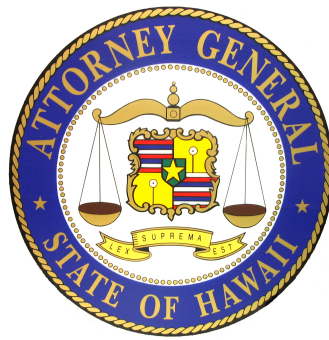
# **Hawaii Charity Annual Financial Report Guide**

**For Organizations that do not file a Form 990 or 990EZ with the Internal Revenue Service (IRS) or that are not required to file an annual report with the IRS.**



# Hawaii Annual Charity Transmittal Form

- Organizations that file an Internal Revenue Service (IRS) Form 990-N or that are not required to file a Form 990 or 990EZ with the IRS (e.g. religious organizations or fraternal organizations that solicit donations in Hawaii for charitable purposes) must complete and electronically submit an “Annual Charity Transmittal Form” which is a customized annual financial report.
- The Hawaii Annual Charity Transmittal Form for organizations that file an IRS Form 990-N or that are not required to file a Form 990 or 990EZ with the IRS must be submitted to the Hawaii Attorney General’s office not later than the fifteenth day of the fifth month following the close of its fiscal year.
- Registered charitable organizations that receive more than \$500,000 in gross revenues or have an audited financial statement because the organization was required to obtain one by another governmental agency or a 3rd party, must also submit a copy of an audited financial statement as part of the organization’s Hawaii Annual Charity Transmittal by emailing a copy of the audit report to the Hawaii Attorney General at [ATG.Charities@Hawaii.gov](mailto:ATG.Charities@Hawaii.gov) . The audit report is due at the same time that the organization submits its Hawaii Annual Transmittal Form.
- Charities are also required to pay an annual fee through the State of Hawaii Payment portal.



# Completing the Hawaii Annual Charity Transmittal Form Process

- Your Login ID –Your Login ID is your organization’s EIN without the dash, followed by a two digit number (i.e. 01, 02, etc.).
- Create a New Filing.
- Complete the Hawaii Annual Charity Transmittal Form by inputting the information requested on each screen in the electronic filing process.
- Electronically “Sign” or Authenticate the filing.
- Transmittal and Fee Payment. When the filing has been accepted, you will receive an email. This e-mail will contain a link that will take you to the Hawaii Attorney General’s website to pay your organization’s Annual Fees.

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

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



**LOGIN >>**

**REGISTER >>**

To get started go to:

**[Http://Efile.form990.org](http://Efile.form990.org)**  
and click the “Login” button.

**Quick Menu**

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

- 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](http://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



## Login

**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](#)**

**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







Please **do not** share your Password or 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 a Hawaii Annual Charity Transmittal Form.

**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	Accepted	

**Quick Menu**

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

**Action Legend**

- Edit a Return in Filing
- View Filing Status
- Change Return Dates
- Delete Filing
- Authenticate Filing
- Pay 990 Online Usage Fee
- Add New Form to Filing


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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 Current Web Page: Form990Main - CreateNew\_ReturnInfo  
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 Last mod

Select **“Not filing an IRS Form.”**

**NOTE:** You **cannot** complete the Form 8868 – Extension **and** an Hawaii Annual Charity Transmittal Form at the same time.



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

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 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) which 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 reporting period covers) and click the Next button below. You may access more information by clicking the help icon associated with each question.

Organization EIN:

Organization Name:

Tax Period Start Date:

Tax Period End Date:

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



The first annual transmittal form that your organization must submit to the Hawaii Attorney General's office is for the fiscal year following the fiscal year that the organization used to complete its registration.

Example: The organization completed the Registration using the information from its Form 990 for the period of 1/1/2013 -12/31/2013. The first annual transmittal form that the organization will need to file with the Hawaii Attorney General's office is for the period of 1/1/2014 – 12/31/2014.




### Create Filing Process (Return Info)

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

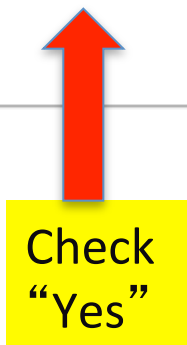
**This pages allows you to specify the IRS form you wish to create. It also allows you to specify if you wish to create state filings.**

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

 Not filing an IRS form

Are you going to complete state forms for this filing?

 Yes



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Quick Jump Create New Filing Log Out

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



Check the Hawaii Annual Charity Transmittal Form box.

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 >>

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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: 01/01/2011  
Tax Period End Date: 12/31/2011  
IRS form: Not filing an IRS form  
Form Delivery: E-file

The following state forms have been selected for filing:

Hawaii Annual Charity Transmittal Form

**If the above information is correct, you are ready to start entering the data.** The system will save the information you have entered here and will send you the 990 for the State Charity Forms you have selected.

<< Previous Finish

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 Annual Charity Transmittal Form.” If the information is correct, check “Finish” button.

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



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Quick Jump ▾ State Filings ▾ Hawaii ▾ Transmittal ▾ Start Page Log Out

State Registration Electronic Filing Hawaii Transmittal

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2011

Welcome to the State Registration E-Filing System for Hawaii.

You are about to create a Hawaii Annual Transmittal Form.

If your organization has filed or is going to file a Form 990 or Form 990EZ with the IRS, the Annual Transmittal Form is used to do the following:

- 1. To Upload a PDF of your organization's IRS Form 990/990EZ and submit it to the State of Hawaii, and
- 2. To complete information not available on the IRS Form 990/990-EZ and submit it to the State of Hawaii; and
- 3. To Upload a PDF of your organization's audited financial statement (if required) and submit it to the State of Hawaii.

If your organization files a Form 990N with the IRS (the "e-postcard") or does not file a Form 990/990EZ with the IRS, the Annual Transmittal Form is used to do the following:

- 1. To complete organizational information and submit it to the State of Hawaii, and
- 2. To prepare and electronically submit an annual financial report with the Department of the Attorney General, State of Hawaii.

Select the **Edit Transmittal** button below to begin the process of creating your Hawaii Annual Transmittal.

Edit Transmittal



Click to start entering data.

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Current Web Page: HITransmittal - StartPage

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- Quick Jump
- State Filings
- Hawaii
- Transmittal
- General Information
- Log Out

### General Information

<< Back   Undo Changes   Save   Next >>

**Organization:** Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2011

Federal employer ID number (EIN)

For the fiscal year beginning

For the fiscal year ending

**1** Name of organization on file with the IRS

**2** Mailing address

**a** Country

**b** Address Line - 1

**c** Address Line - 2

**d** City

**e** State

**f** Zip Code

**3** Telephone number

**4** Email Address

Information should pre-populate. If it does not enter the data. If there have been changes to the information since the last transmittal, enter the new data. Click "Save" then "Next."

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

<< Back   Undo Changes   Save   Next >>

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

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 Annual Financial Report process.



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

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- Start Page
- General Information
- Financial Information Questions
- Signature
- What's Next

Organization: 11-9002015 Tax Year: 2011

Federal employer ID number (EIN): 11-9002015

For the fiscal year beginning: 01/01/2011

For the fiscal year ending: 12/31/2011

1 Name of organization on file with the IRS: Hawaii Tax & Charities

2 Mailing address

a Country: United States

b Address Line - 1: 425 Queen Street

c Address Line - 2:

d City: Honolulu

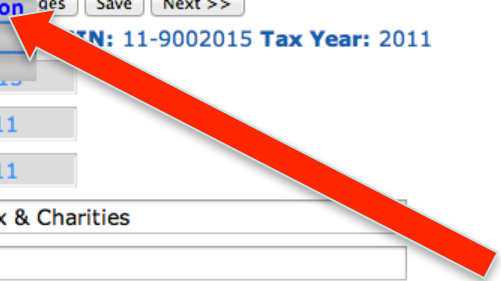
e State: Hawaii

f Zip Code: 96813

3 Telephone number: 808-586-1480

4 Email Address:

<< Back Undo Changes Save Next >>



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

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**Financial Information**

<< Back Undo Changes Save Next >>

**Organization:** Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2011

If the organization has filed or is going to file a Form 990 or Form 990-EZ with the IRS, you are required to attach a pdf copy of the IRS filing with the Hawaii Transmittal. Please select **Yes** to the question below.

If the organization has filed or is going to file a Form 990-N (e-Postcard) with the IRS or the organization is not required to file with the IRS, additional financial information is required to be submitted with the Hawaii Transmittal. Please select **No** to the question below. You will be asked to provide this additional information.

6 Has the organization filed or is going to file a Form 990 or Form 990-EZ with the IRS.  Yes  No

<< Back Undo Changes Save Next >>



If your organization **DOES NOT** file a Form 990 or 990-EZ, or **DOES NOT** file an annual return with the IRS, check **“No.”** The system will then generate a special Hawaii Annual Charity Transmittal Form for you to complete.

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 Current Web Page: HITransmittal - FinancialInformationQuestion  
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 Last modified: June 10, 2014.

**Organization:** Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2011

**Revenues**

<b>1</b>	Contributions, gifts, grants, and similar amounts received	<b>1</b> ?	<input type="text"/>
<b>2</b>	Program service revenue including government fees and contracts	<b>2</b> ?	<input type="text"/>
<b>3</b>	Membership dues and assessments	<b>3</b> ?	<input type="text"/>
<b>4</b>	Investment income	<b>4</b> ?	<input type="text"/>
<b>5 a</b>	Gross amount from sale of assets other than inventory	<b>5a</b> ?	<input type="text"/>
<b>b</b>	Less: cost or other basis and sales expenses	<b>b</b>	<input type="text"/>
<b>c</b>	Gain or loss from sale of assets other than inventory	<b>c</b>	<input type="text" value="0"/>
<b>6</b>	Gaming and fundraising events	<b>6</b> ?	
<b>a</b>	Gross income from gaming	<b>a</b>	<input type="text"/>
<b>b</b>	Gross income from fundraising events (not including this amount of contributions reported on line 1)	<b>b</b>	<input type="text"/>
<b>c</b>	Less: direct expenses from gaming and fundraising events	<b>c</b>	<input type="text"/>
<b>d</b>	Net income or loss from gaming and fundraising events	<b>d</b>	<input type="text" value="0"/>
<b>7 a</b>	Gross sales of inventory, less returns and allowances	<b>7a</b> ?	<input type="text"/>
<b>b</b>	Less: cost of goods sold	<b>b</b>	<input type="text"/>
<b>c</b>	Gross profit or loss from sales of inventory	<b>c</b>	<input type="text" value="0"/>
<b>8</b>	Other revenue	<b>8</b> ?	<input type="text"/>
<b>9</b>	<b>Total revenue</b>	<b>9</b>	<input type="text" value="0"/>

<< Back   Undo Changes   Save   Next >>

Please refer to the instructions for IRS Form 990-EZ for additional guidance on the information to insert for questions 1-7.



### Expenses

<< Back Undo Changes Save Next >>

**Organization:** Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2011

#### Expenses

<b>10</b> Grants and similar amounts paid	<b>10</b> ? <input type="text"/>
<b>11</b> Benefits paid to or for members	<b>11</b> ? <input type="text"/>
<b>12</b> Salaries, other compensation, and employee benefits	<b>12</b> ? <input type="text"/>
<b>13</b> Professional fees and other payments to independent contractors	<b>13</b> ? <input type="text"/>
<b>14</b> Occupancy, rent, utilities, and maintenance	<b>14</b> ? <input type="text"/>
<b>15</b> Printing, publications, postage, and shipping	<b>15</b> ? <input type="text"/>
<b>16</b> Other expenses	<b>16</b> ? <input type="text"/>
<b>17 Total expenses</b>	<b>17</b> <input type="text" value="0"/>

<< Back Undo Changes Save Next >>

Please refer to the instructions for IRS Form 990-EZ for additional guidance on the information to insert for questions 10-16.

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- Net Assets
- Log Out

### Net Assets

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

#### Net Assets

- 18 Excess or deficit for the year
- 19 Net assets or fund balances at beginning of year
- 20 Other changes in net assets or fund balances
- 21 Net assets or fund balances at end of year

18

19

20

21

#### Five highest paid employees Officers

[Enter Details](#)

[Enter Details](#)

<< Back   Undo Changes   Save   Next >>

When you click the orange "Enter Details" link additional screens will come up that will allow you to enter information on the highest paid employees and officers that look like this:

efile.form990.org/EntryMain.aspx?LoginStateID=1404146&StateFlag=True — States - Five Highest Paid Employees

FORM 990 ONLINE

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2011

Name	Title	Hours per week	Compensation (W-2 Form)	Expenses and allowances
Add a New Record   Return				

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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: HITransmittal - FiveHighestPaidEmployees  
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efile.form990.org/EntryMain.aspx?LoginStateID=1404146&StateFlag=True — States - Officer Salary and Expenses

FORM 990 ONLINE

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2011

Name	Title	Hours per week	Compensation (W-2 Form)	Expenses and allowances
Add a New Record   Return				

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

<< Back Undo Changes Save Next >>

**Organization:** Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2011

The following dropdown list contains the officers that are registered with this site to sign filings for the organization. Please select the signing officer.

10 Officer of Organization

Officer's Title

10 Please Select  
 Deputy Attorney General  
 Toby Persian



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 >>

Questions c  
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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. **1 officer of the organization must electronically sign (authenticate) the Annual Financial Report in order to complete the report and for the system to submit it to the Hawaii Attorney General's office.**



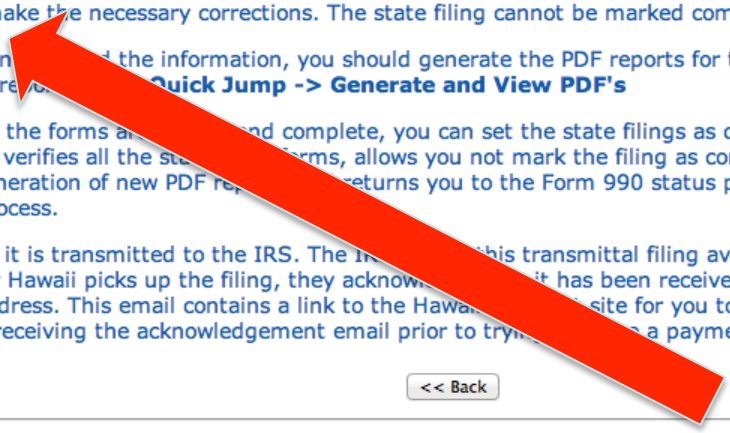
e-file and print your Form 990 and state registration forms

Quick Jump State Filings Hawaii Transmittal 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:



Clicking "Quick Jump" you may:

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

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

View and Build PDFs

Refresh Return

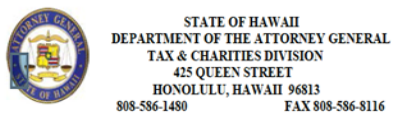
Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2011

The PDF files have not been generated for this filing. Please generate the PDF files by clicking the link below.

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

Refresh Return

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.



ANNUAL CHARITY TRANSMITTAL FORM  
IRS Form 990-N Filers and Filers Not Required To File With The IRS

Period Covered: 1/1/2011 to 12/31/2011  
Tax Year: 2011  
EIN: 11-9002015  
Organization Name: Hawaii Tax & Charities  
Address Line 1: 425 Queen Street  
Address Line 2:  
City, State Zip: Honolulu, HI 96813  
Email Address: ATG.CHARITIES@HAWAII.GOV  
Phone Number: 808-586-1480  
Submitted By: Deputy Attorney General  
Title: President

ANNUAL CHARITY TRANSMITTAL FORM  
IRS Form 990-N Filers and Filers Not Required To File With The IRS

Revenue	
1 Contributions, gifts, grants, and similar amounts	\$100,000
2 Program service revenue including government fees and contracts	\$100,000
3 Membership dues and assessments	\$0
4 Investment income	\$0
5a Gross amount from sale of assets other than inventory	\$0
b Less: cost or other basis and sales expenses	\$0
c Gain or (loss) from sale of assets other than inventory	\$0
6 Gaming and fundraising events	
a Gross income from gaming	\$0
b Gross income from fundraising (not including \$10,000 of contributions reported on line 1)	\$10,000
c Less: direct expenses from gaming and fundraising events	\$10,000
d Net income or (loss) from gaming and fundraising events	\$0
7a Gross sales of inventory, less returns and allowances	\$0
b Less: cost of goods sold	\$0
c Gross profit or (loss) from sales of inventory	\$0
8 Other income	\$0
9 Total revenue	\$200,000

ANNUAL CHARITY TRANSMITTAL FORM  
IRS Form 990-N Filers and Filers Not Required To File With The IRS

Expenses	
10 Grants and similar amounts paid	\$0,000
11 Benefits paid to or for members	\$0
12 Salaries, other compensation, and employee benefits	\$0
13 Professional fees and other payments to independent contractors	\$0
14 Occupancy, rent, utilities, and maintenance	\$0
15 Printing, publications, postage, and shipping	\$0
16 Other expenses	\$10,000
17 Total expenses	\$10,000
Net Assets	
18 Excess or deficit for the year	\$190,000
19 Net assets or fund balances at beginning of year	\$100,000
20 Other changes in net assets or fund balances	\$0
21 Net assets or fund balances at end of year	\$290,000

ANNUAL CHARITY TRANSMITTAL FORM  
IRS Form 990-N Filers and Filers Not Required To File With The IRS

25) Salaries and Expense Allowance Statement

Five Highest Paid Employees

Name	Title	Average hours per week	Compensation (F1-2)	Expense account and other allowances

Officers

Name	Title	Average hours per week	Compensation (F1-2)	Expense account and other allowances

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.



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Quick Jump | State Filings | Hawaii | Transmittal | Signature | Log Out

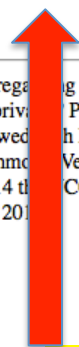
Verification Errors - Current Form

Return

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2011

<b>State Form</b>	<b>Web Page</b>	<b>Error Messages</b>
HI	HITransmittal	
	<a href="#">Net assets</a>	Net assets or fund balances at beginning of year is required.
	<a href="#">Officer Compensation</a>	At least one officer must be specified.

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: CommonVerificationErrorsCurrentForm  
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 Last modified: June 10, 2014

The orange links on the left side of the page will take you directly to the page that requires additional information.



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Quick Jump ▾ State Filings ▾ Hawaii ▾ Transmittal ▾ Net Assets Log Out

### Verification Errors

[Return](#)

**Organization:** Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2011

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 web site 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 Annual Financial Report and log off.

From: <efiletechsupport@urban.org>  
To: <ATG.Charities@Hawaii.gov>  
Date: 10/02/2014 10:22 PM  
Subject: 990 Online Filing: Final Steps

Hawaii Tax & Charities  
11-9002015  
Filing Year: 2011

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

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



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

**AUTHENTICATION (Electronically Sign this Filing)**

The Authentication process is where the authorized officers of (and/or Paid Tax Preparer for) the organization electronically file this return. This step is REQUIRED in order to electronically file this return. To begin this process, the people listed below must click the 'Click Here to Authenticate' link. Once you have started the process, the system will ask you to attest to the information and 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 electronically sign the return in order to complete the process. We cannot electronically file this return until the process has been completed. The following steps are listed below. You can click on the 'Filing Status Page' link above to begin the Authentication Process. The following is the first step:

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

**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.org technical support team

Once the filing is marked "complete", the officer that is selected to authenticate the filing and the individual that prepared the filing, if applicable, will receive this email. The email will be sent to the email address listed in the officer's user profile. The officer should click this link and log in to the Efile.form990.org site to start the authentication process.





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### Check Filing Status

**Hawaii Tax & Charities**  
 11-9002015  
 2011 HI State form  
 1/1/2011 - 12/31/2011

**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.

**Links**

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

**View PDF images of this filing**

[HI State Annual Transmittal](#)

**PDF Generation in Progress**

Filing Checklist

No.	Step	Status	Description
1	Edit HI Annual Transmittal:	<input checked="" type="checkbox"/> OK	Completed by Deputy Attorney General, President on 10/3/2014 4:22:31 AM
2	Authentication (electronic signature):	<input type="checkbox"/> To Do	<a href="#">Click Here to Authenticate this Filing</a> -- (Problems? <a href="#">Click here</a> )
	» Deputy Attorney General, President		

**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 Annual Transmittal is complete, click "click here to Authenticate the Filing" to start the authentication process.

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

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Authenticate (electronically sign) Filing - Step 1

Hawaii Tax & Charities
11-9002015
2011 HI State form
1/1/2011 - 12/31/2011

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 >>

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



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Home Support Links Log Out

**Authenticate (electronically sign) Filing - Step 2**

**Hawaii Tax & Charities**  
**11-9002015**  
**2011 HI State form**  
**1/1/2011 - 12/31/2011**

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

10/3/2014  
 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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 Copy  
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**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.)

After completing Step 2 of the Authentication process, the officer **must** 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.

Questions or problems regarding  
Concerned about your privacy? Pl  
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Last modified: April 25, 2014.

From: <efiletechsupport@urban.org>  
To: <ATG.Charities@Hawaii.gov>  
Date: 10/02/2014 12:00 AM  
Subject: 990 Online Authentication

Deputy,

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?119002015Gh280814cM>

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 m

Thank You

efile.form990.org Technical Support

This is the email that the officer will receive. The officer **must** use the link provided in the email that takes you back to the Efile.form990.org site to complete the final step in the authentication process.



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### Certify Authenticator

**Hawaii Tax & Charities**

**11-9002015**

**2011 HI State form**

**1/1/2011 - 12/31/2011**

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

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

This is the final step in the authentication process.

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**Authentication Successful**

Hawaii Tax & Charities  
11-9002015  
2011 HI State form  
1/1/2011 - 12/31/2011

**This filing has been authenticated.**

**Thank you.**

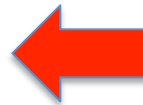
Your filing is now ready to transmit to HI. This should happen within one business day.

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 filing.

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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 *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)
2013	1/1/2013	12/31/2013	09/06/2014	Return	None	HI Transmittal	Accepted	
2012	1/1/2012	12/31/2012	08/29/2014	Return	None	HI URS	Accepted	
2011	1/1/2011	12/31/2011	09/19/2014	Return	None	HI Transmittal	Pending	



**Quick Menu**

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- [Technical Support](#)
- [FAQ](#)
- [Participating S...](#)
- [E-Filing Steps](#)
- [Requirements](#)
- [Filing Deadlin...](#)

If the officer has completed the authentication process the status will indicate that the filing is "Pending." If the 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



From: "efiletechsupport@urban.org" <efiletechsupport@urban.org>  
To: ATG.Charities@Hawaii.gov;  
Sent: Monday, October 6, 2014 3:58 AM  
Subject: State Registration E-filing Receipt - Status: Acknowledged

Organization: Hawaii Tax & Charities  
EIN: 11-9002015  
Return Type: State of Hawaii Annual Charity Transmittal  
Return Year: 2011  
Submission ID: 7800582014252b177299  
Return Timestamp:  
Acknowledgement Date: 10/6/2014

This is the final email that the Efile.form990.org system sends once the Annual Transmittal Form has been received by the Hawaii Attorney General's office. The email is sent to the officer that authenticated the filing and the individual that prepared the filing.

Thank you for using the Online State Registration system for preparing and electronically filing or transmitting your Hawaii return, registration statement or audited financial statement. This email contains some important identifying information about the return, registration or audited financial statement we transmitted.

You may want to keep this email in case you need to contact Hawaii regarding this filing. The return (or registration or audited financial statement) described above was transmitted to Hawaii.

Hawaii has acknowledged the receipt of the return (or registration or audited financial 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.

**IMPORTANT:** In order for Hawaii to consider this filing complete, you must submit the appropriate Annual Filing Fees to Hawaii within 15 days of this acknowledgement. We have provided the following link to allow you to use your Credit Card to pay the Hawaii Annual Filing Fees.

<http://ag.ehawaii.gov/charity/119002015/payments.html>

Wait at least two business days before trying to make this payment. Your filing information needs to be synchronized with the Hawaii Payment System.

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

Please wait at least 2 business days after you received this email to use this link to go to the payment site to pay the annual fees. Payment may be made with a credit card or electronic check.



# Hawaii Charities


Tax & Charities Division, Hawaii Attorney General

## Welcome to Hawaii Charities Online

Pay annual registration fees that are due and search for charitable organizations registered  in the State of Hawaii.

### Pay Fees

Pay annual fees for registered charitable organizations.

 Pay Now

### Search

Search for Registered Charities (and Review their Registration and Annual Financial Reports).

 Search

After you receive the confirmation email, please use the link in the email or go to:

[Http://ag.ehawaii.gov/charity/welcome.html](http://ag.ehawaii.gov/charity/welcome.html) to process payment for your organization's annual fees. Please note that a late fee of \$20 per day up to a maximum of \$1000 may be assessed for the failure to timely pay the annual fees.