



Hawaii Charity Registration Guide

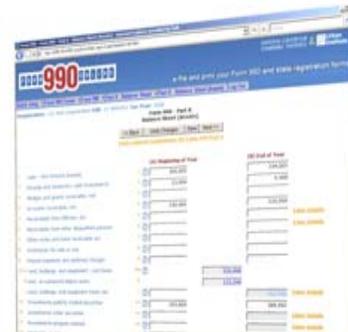


The Registration Process

- **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.**
- **1 officer or authorized agent 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 >>

To get started and obtain a login, go to:
[Http://Efile.form990.org](http://Efile.form990.org)
 and click the “Register” 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
- **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



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

Next >>



Please read the “Nonprofit and Paid Preparer Login ID explanation” on the Tech Support page of the efile site to determine which type of login you need to create, 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:

How did you hear about us?

<< Back Cancel Next >>

Employees of the Charity:

- Must have a Nonprofit login ID. Do NOT create a paid preparer Login ID.
- If a Primary Contact account already exists, contact that person to create a new Login ID. If they are no longer with the organization contact Tech Support.

Questions or problems regarding this web site should be directed to [Tech Support](#).
 Concerned about your privacy? Please view our [privacy policy](#).

Request Login ID - Step 1

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

Login ID Type:

How did you hear about us?

<< Back Cancel Next >>

Third Party Fliers:

- Must have a Paid Preparer Login ID.
- May have a Nonprofit Login ID if the Charity approves, but only as the Primary Contact to add new Login IDs. They must NOT have the ability to sign.

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Request Login ID - Step 2

<< Back Cancel Next >>

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

Login ID Type: Nonprofit
Login ID: 11900210501
Password: ?
Verify Password:
First Name: ?
Last Name: ?
Position: ?
Email Address: ?
Verify Email Address:
Daytime Phone: ?
Organization Name: ?
Organization Address: ?
Organization City/State/Zip: Please Select State ▼
Are you authorized to sign your organization's IRS and/or State forms?

Each officer or employee of the organization must have their own Login ID to complete and authenticate the Registration and Annual Reports.

The email address must be personal to the user and one only they can access.
DO NOT use a generic email address or the email address of another person, including a third party paid preparer's.

<< Back Cancel 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

Create a New Filing

Click on the <i>Action</i> Icon to the right of t

Quick Menu

[Manage User Accounts](#)

[Technical Support](#)

[FAQ](#)

[Participating States](#)

[E-Filing Steps](#)

[Requirements and Tips](#)

[Filing Deadlines](#)



Nonprofit Login IDs:

The first account created will be the Primary Contact. Only the Primary Contact and Tech Support can create new Login IDs. If the Primary Contact account cannot be accessed, contact Tech Support to transfer the status.

To create a new Login ID go to the "Manage User Accounts" link. When creating the account, **DO NOT** use a generic email address or another person's email address, including a third party paid preparer's.

The new user must activate their account before they can complete and sign filings.

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 support if you have any questions

Efile.form990.org Technical Support team
email: efiletechsupport@urban.org
Phone (Toll Free): 888-666-1773 (hours: 9:30

When a new Nonprofit Login ID is created, this activation email will be sent to the email address listed in their new Login ID account. The new user must follow this link to activate their account.

If the user cannot find the email, they should check their Junk/Spam folder. If it is not there, contact Tech Support.

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 your Login ID has been activated, log on to the site and begin the Registration.

Do NOT share your Password or allow another person to login using your Login ID. Each person must log in with their personal 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](#)

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](#)

[Filing Deadlines](#)

Create Filing Process (Filing Info)

User: 11900210501 - Deputy Attorney General (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) 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 filing 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

	<input type="text" value="11-9002105"/>
	<input type="text" value="Hawaii Tax & Charities"/>
	<input type="text" value="01/01/2018"/> 
	<input type="text" value="12/31/2018"/> 

Cancel Next >>

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

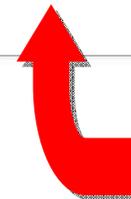
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Use the organization's most recently completed fiscal year to complete the Registration.

Once the start date is entered, the end date will automatically populate, but it can be manually changed.

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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For the Registration, select that the organization is **“Not filing an IRS form.”** Select “Yes” to create and file a state form (Hawaii Initial Registration).

You can file a Form 990/Form 990EZ/Form 8868 through the efile site, but you cannot file it at the same time as the Hawaii Initial Registration.

Create Filing Process (Return Info)

User: 11900210501 - Deputy Attorney General (NonProfit)

This page allows you to specify the form you wish to create and file with the IRS. It also allows you to specify whether you wish to create any state forms to file with participating states.

Note: If you have already filed your Form 990/990-EZ with the IRS and you want to attach a PDF copy of it to a State Form for a participating state, please select the "Not filing a form with the IRS" option below and select "Yes" on the question asking if you will be filing any forms with participating states.

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

Not filing a form with the IRS ▾

Are you going to create and file state forms with participating states?

Yes ▾

<< Back Cancel Next >>



Select
"Yes"

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Create Filing Process (State Forms)

User: 11900210501 - Deputy Attorney General (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 (New)
- Michigan Initial Charitable Trust/ Charitable Solicitation Questionnaire (complete this form ONLY if you have not previously filed with Michigan)
- Michigan Registration To Solicit Donations
- New York CHAR500 Annual Filing for Charitable Organizations

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 (New) box.

Create Filing Process (State Forms)

User: 99888888701 - Deputy Attorney General, Test (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 (V2) - **Already exists for this year.**
- Michigan Initial Charitable Trust/ Charitable Solicitation Questionnaire (complete this form ONLY if you have not previously filed with Michigan)
- Michigan Registration To Solicit Donations
- New York CHAR500 Annual Filing for Charitable Organizations

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 >>

Nonprofit users: If you are unable to check the Hawaii Initial Registration box, select "Cancel," locate the existing filing in the Control Panel and edit or delete it.

Paid Preparers: If you are unable check the box, check your Control Panel for the Transmittal. If it's not there, contact Tech Support to move the Registration to your paid preparer account.

Create Filing Process (Summary)

User: 11900210501 - Deputy Attorney General, Hawaii Tax & Charities (NonProfit)

Summary

Organization EIN: 11-9002105
 Organization Name: Hawaii Tax & Charities
 Tax Period Start Date: 01/01/2018
 Tax Period End Date: 12/31/2018
 IRS form: Not filing a form with the IRS
 Form Delivery: E-file

The following state forms have been selected for filing:

Hawaii Initial Registration (New)

Check to verify that you are only filing a Hawaii Initial Registration (New). If the information is correct, select "Finish."

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

<< Previous Finish

If you need to change anything, select "Previous" and make the corrections.

Initial Registration Statement

Organization: Hawaii Tax & Charities **EIN:** 11-9002105 **Tax Year:** 2018

Welcome to the State Registration Filing system for Hawaii.

Click **Edit Hawaii Initial Registration Statement** below to begin completing the Initial Registration Statement.

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

[Edit Hawaii Initial Registration Statement](#)

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Current Web Page: HIRegistration - StartPage

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Select “Edit Hawaii Initial Registration Statement” to enter data into the Registration.

Filing and Name (1)

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities **EIN:** 11-9002105 **Tax Year:** 2018

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

12/31/2018

Filer EIN

11-9002105

1 a Organization's legal name

1a ? Hawaii Tax & Charities

b Has the name changed?

b ?

c All other names used to solicit contributions

c ?

Other name line 1

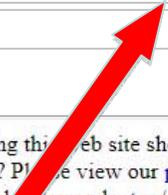
Other name line 2

<< Back Undo Changes Save Next >>

Mandatory question:

If the organization's legal name changed prior to completing the Registration, select "Yes" and enter the name.

If the name has not changed, select "No."



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If the organization solicits funds using names that differ from its legal name, enter those names here. When finished, select "Next."

Address (2)

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities EIN: 11-9002105 Tax Year: 2018

Please enter the information for the actual organization. Do not enter the information for the authorized agents or other parties.
The filing will be rejected if the information provided below is not for the organization.

2 Organization's street and mailing address

Organization's street address

a Country

b Address Line - 1

c Address Line - 2

d City

e State

f Zip Code

Are the street and mailing address the same?

2 ?

a ?

b ?

c ?

d ?

e ?

f ?

? Yes ▾

<< Back Undo Changes Save Next >>

Follow the prompts to enter only permissible characters. Impermissible characters or extra spaces before or after text or numbers will result in error messages.

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This
Curr
Copy
Last: Note: If you skip entering information into a mandatory field and select "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.

Telephone and Offices (3-4)

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities EIN: 11-9002105 Tax Year: 2018

Please enter the information for the actual organization. Do not enter the information for the authorized agents or other parties. The filing will be rejected if the information provided below is not for the organization.

- 3 a Organization's phone number
- b Organization's email
- c Organization's website URL
- 4 Does this registration cover affiliates, chapters, branches, etc. ?

Most organizations should enter their offices, chapters, etc. information by clicking the link below. The information can also be entered by uploading an Excel spreadsheet. Instead, organizations that would be required to enter this information by uploading an Excel spreadsheet. Instead, organizations that would be required to enter this information by uploading an Excel spreadsheet. Instead, organizations that would be required to enter this information by uploading an Excel spreadsheet. Instead, organizations that would be required to enter this information by uploading an Excel spreadsheet.

Click the link to the right to enter detail information.

[Enter offices, etc.](#)

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

Choose File No file chosen

<< Back Undo Changes Save Next >>

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If the organization has branches, chapters, affiliates or offices, select "Yes," and either manually enter the information by selecting the link, or upload a PDF list.

Once finished or if "No," select "Next" to move to the next screen.

Type of Organization (5)

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities EIN: 11-9002105 Tax Year: 2018

- Type of organization
- State incorporated or established
- Date incorporated or established
- Fiscal year end (month/day)

5 ? Corporation

5 ? Please Select

5 ? Corporation

5 ? Partnership

5 ? LLC

5 ? Other

<< Back Undo Changes Save Next >>

Select the business form of the charitable organization.

If the entity is NOT organized as a Corporation, Partnership or LLC, select "Other" and describe the form on the line below.

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Type of Organization (5)

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities EIN: 11-9002105 Tax Year: 2018

- Type of organization
- Other type of organization
- State incorporated or established
- Date incorporated or established
- Fiscal year end (month/day)

5 ? Other

5 ?

5 ? Hawaii

5 ? 01/01/2019

5 ? 12/31

<< Back Undo Changes Save Next >>

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Legal and Registration (6 A-D)

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities EIN: 11-9002105 Tax Year: 2018

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

6

A ? Yes

B ? Enter 6A explanation

C ?

D ?

If the organization answers "Yes" to Questions 6A-6D, it must select the appropriate link and select "Add a New Record."

Once complete or if the organization answers "No" to all, select "Next."

<< Back Undo Changes Save Next >>

6A. Enjoined from soliciting explanation and attachments

Cancel Undo Changes Save Save & Return

Organization: Hawaii Tax & Charities EIN: 11-9002105 Tax Year: 2018

Description ? enjoined/prohibited from soliciting

Explanation ?

? Characters left: 8758.

This is a mandatory field. Enter the details regarding the enforcement action(s) taken against the organization. If you need additional space, upload a PDF below. Upload any orders or other documents using the upload attachment field below.

If you need to provide additional information in attachments, you may identify those attachments below.

Upload an attachment Choose File No file chosen ?

Cancel Undo Changes Save Save & Return

For Questions 6A-6D, enter a detailed explanation and upload any documents. Select "Save & Return".

Enter whether the organization has been granted or applied for tax exempt status by the IRS.

Exemption Information (7-8)

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities **EIN:** 11-9002105 **Year:** 2018

7 Has the organization been granted IRS tax exempt status?

Date of determination letter

If granted, exempt under 501(c)

Type of IRS Application (Form 1023 or Form 1023-EZ)

7 ? Yes ▾

? 01/01/2019 

? (3) Charitable, Religious, Educational, Scientific, ▾

Form 1023 ▾

8 Has tax exempt status ever been denied, revoked or modified?

If yes, provide full written explanation and all relevant documents.

8 ? Yes ▾

? Enter explanation

<< Back Undo Changes Save Next >>

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If the organization's tax exempt status has ever been DENIED or REVOKED or MODIFIED, select "Yes" and select "Enter explanation" to provide a detailed response. Once complete, or if "No," Select "Next" to continue.

Purpose and Programs (9)

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities **EIN:** 11-9002105 **Tax Year:** 2018

9 a Purpose for which contributions are used: ?

? Characters left: 1000.

b Programs for which contributions are used: ?

Characters left: 9000.

Characters left: 9000.

<< Back Undo Changes Save Next >>

Enter the purpose and the programs of the organization.

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Current Web Page: HIRegistration - PurposeAndPrograms

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Officers, Directors, Etc. (10)

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2018

10 Enter the names and titles of officers, directors, key Employees, Etc. 

Name	Title	
John Doe	Officer	Delete
Jane Doe	Officer	Delete

<< Back Undo Changes Save Next >>



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Enter all of the current Officers, Directors, Trustees, and Key Employees for the organization.
Select "Save" to add more fields.
When complete, select "Next" to continue.

Receive Service of Process (Registered Agent) (12)

<< Back Undo Changes Next >>

Organization: Hawaii Tax & Charities **EIN:** 11-9002105 **Tax Year:** 2018

If you do not identify a registered agent, pursuant to section 467B-16, Hawaii Revised Statutes, the organization is considered to have irrevocably designated the Hawaii AG as its agent for service of process for actions and proceedings relating to chapter 467B.

12 Receive Service of Process (Registered Agent)

12  [Enter Details](#)



<< Back Undo Changes Next >>

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If the organization has an agent for service of process of actions and proceedings brought under Chapter 467B, Hawaii Revised Statutes, enter the information here. Response is not required. Select "Next."

Fundraising and Financial (13-15)

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities EIN: 11-9002105 Tax Year: 2018

13 Outside fundraising professionals

14 Amount paid to PFR/PS/FRC during

15A Total contributions

B Program service expenses

C Management and general expenses

D Fundraising expenses

E Total expenses

F Fundraising expenses as a percentage of funds raised

G Fundraising expenses plus management and general expenses as a percentage of funds raised

H Program services as a percentage of total expenses

13 ? Enter professional fundraisers

14 ?

15A ?

B ?

C ?

D ?

E ? 0

F ?

G ?

H ?

For help with answering Questions 14-15(D), click the help prompt buttons next to each field.

If the organization contracts with a Professional Solicitor, Professional Fundraising Counsel or Commercial Co-venturer, it must upload or manually enter the information here.

<< Back Undo Changes Save Next >>

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This website best viewed on a desktop or laptop/notebook computer with a screen resolution of 1024 X 768.

Current Web Page: HIRegistration - FundraisingFinancial

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Signature

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities **EIN:** 11-9002105 **Tax Year:** 2018

The following dropdown list contains the authorized signers that are registered with this site to sign filings for the organization. Please select the appropriate person.

Authorized Signer for Organization

Authorized Signer's Title

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

ⓘ Please Select ▾



<< Back Undo Changes Save Next >>



The authorized signer must be either an OFFICER or an appointed AGENT of the charitable organization.

If the authorized signer is NOT an OFFICER of the charitable organization, the signer must submit written delegation signed by an OFFICER to the Hawaii Dept. of the Attorney General.

The pull down menu will list the following:

- **Individuals who have active Nonprofit Accounts with the authority to sign on behalf of the organization;**
- **Paid Preparer account used to complete the Registration. (Paid Preparers, if your name is listed twice, sign in to your Nonprofit account and change the signature setting to "No." Sign back in to your Paid Preparer account to authenticate.)**

What To Do Next

Organization: Hawaii Tax & Charities **EIN:** 11-9002105 **Tax Year:** 2018

For more information on the filing process for this form by selecting **Quick Jump -> Verify Current Form**. Any error that exist on the form are listed below. You must 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 filing. 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 filings as complete. This process initiates the generation of new PDF reports and returns you to the Form 990 status page. From there you can initiate the filing process.

<< Back

Questions or problems regarding this web site should be directed to [Tech Support](#).
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Current Web Page: HIRegistration - WhatNext
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Use the Quick Jump menu to:

- ✓ “Verify Current Form” to display any errors or missing information in your annual report.
- ✓ “Generate and View PDFs” to get a PDF copy of the unsigned report.
- ✓ “Verify Filing” to ensure there are no incomplete fields or errors before signing the report.

Verification Errors - Current Form

Return

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

State Form Web Page

- HI URS [IRS denied, revoked, etc. explanations and attachments](#)
- [NTEE Codes](#)
- [Purpose and Programs \(12\)](#)
- [Officers and Relationships \(13-14\)](#)
- [Officer, Director, Etc.](#)
- [Individuals responsible for custody of funds](#)
- [Individuals responsible for fundraising](#)
- [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 \(18-20\)](#)
- [Financial \(21-22\)](#)

Error Messages

- At least one IRS denied, revoked, or modified explanation must be specified.
- At least one NTEE code must be specified.
- PurposeAndPrograms is required.
- Relationships is required.
- Type is required.
- Type is required.
- Name is required.
- Name is required.
- Title is required.
- Title is required.
- Business name is required.
- Business name is required.
- Street address is required.
- Street address is required.
- Street address is required.
- Telephone is required.
- Telephone is required.
- At least one individual responsible for
- 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.
- Uses volunteers is required.
- Uses professionals is required.
- Amount paid to PFR/PS/FRC during previous year is required.



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

View and Build PDFs

Refresh Return

Organization: Hawaii Tax & Charities **EIN:** 11-9002105 **Tax Year:** 2018

The PDF files were last generated 6/7/2019 9:53:30 PM.

If you have made changes since then, please regenerate the PDF files by clicking the link below.

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

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

[HI Initial Registration](#)

Refresh Return

Select the orange "here" to generate the PDF. Hit "refresh" to see the status of the PDF generation.



STATE OF HAWAII
DEPARTMENT OF THE ATTORNEY GENERAL
TAX & CHARITIES DIVISION
425 QUEEN STREET
HONOLULU, HAWAII 96813
808-586-1480

resolution of 1024 X 768.

HAWAII - CHARITABLE ORGANIZATION REGISTRATION FORM

This Registration covers the reporting year which ended (month/day/year): 12/31/2018

Filer EIN: 11-9002105

1. Organization's legal name: Hawaii Tax & Charities
If changed since prior filings, previous name used: _____
All other name(s) used to solicit contributions: _____
- 2a. Organization's Street address: 425 Queen Street
Organization's City, State and/or Country & Zip: Honolulu, HI, 96813
- 2b. Organization's Mailing address (if different): _____
Organization's City, State and/or Country & Zip: _____
- 3a. Organization's Telephone number(s): 808-586-1480
- 3b. Organization's E-mail Address: atg.charities@hawaii.gov
- 3c. Organization's Website: _____
4. Does this registration cover affiliates, chapters, branches, etc.? Yes No
If Yes, attach list of Names, addresses, telephone numbers of other affiliates/chapters/branches: _____
5. Date incorporated: 01/01/2019 State of incorporation: HI
Fiscal year end: month/day: 12/31
If not incorporated, please enter the type of organization and the state and date established: _____

This is what the PDF will look like. You can download a copy to review before authenticating the filing.

Verification Errors

Return

Organization: Hawaii Tax & Charities **EIN:** 11-9002105 **Tax Year:** 2018

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.

State Form

Web Page

HI HIRegistration [Receive Service of Process \(13\)](#)

Warning Messages

A registered agent has not been specified. The Hawaii AG will be designated as the agent for the organization.

Return

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

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Current Web Page: Common - VerificationErrors

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Select "Verify Filing" from the Quick Jump menu, and select the orange "here" to mark the Registration as complete.

Providing a registered agent is not mandatory to complete the Registration.

Once the Registration is marked as complete, the efile system will automatically email the filer and the Officer or Agent selected to electronically sign (authenticate) the Registration. The emails will be sent to the email addresses listed in their user accounts.



Mon 6/24/2019 3:06 PM

990 Online Tech Support <support@form990.org>

990 Online Filing: Final Steps

To ATG Charities

i We removed extra line breaks from this message.

Hawaii Tax & Charities
11-9002015
Filing Year: 2018

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

Filing Status Page:
<https://efile.form990.org/firmNPCheckFedStateGroupStatus.asp?GroupID=310170>

The selected Authenticator should follow this link to sign into the efile.form990.org site to review the Registration.

Thank you for using the 990 Online System for creating this filing. The following steps need to be performed before we can transmit this filing:

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. Please review the final copy of your filing. Click the link at the top of this email to go to the Filing Status Page.

AUTHENTICATION (Electronically Sign this Filing)

Authentication requires that the authorized officers of (and/or Paid Tax Preparer for) the organization electronically sign this filing. The people listed below must complete this process. To begin click the link to the Filing Status Page above and then click on the 'Click Here to Authenticate' link on the Filing Status Page. The system will ask you to attest to several things and then send you an email with a link. You must click the link in the email, log back into the system and then certify that you are authorized to sign the filing. This step is REQUIRED for all signers in order to electronically file this return. The following people must perform this step:

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

After marking the filing as complete, this email will go to the email address associated with user account selected to authenticate the Registration.

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

Thank You

efile.form990.org technical support team

Check Filing Status

Hawaii Tax & Charities
11-9002015
2018 HI State form
1/1/2018 - 12/31/2018

Links

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

View PDF images of this filing

 [HI Initial Registration](#)

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.

The Authenticator should review the Registration PDF for errors.

Filing Checklist

No. Step	Status	Description	Delivery Actions
1 Edit HI Registrartion:	<input checked="" type="checkbox"/> OK	Completed by Deputy Attorney General, Officer on 6/24/2019 9:06:23 PM	E-file
2 Authentication (electronic signature): » Deputy Attorney General, Officer	<input type="checkbox"/> To Do	Click Here to Authenticate this Filing -- (Problems? Click here)	

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

To approve the Registration, the Authenticator should select 'Click Here to Authenticate this Filing' to start the authentication process.

If the Registration needs to be amended, the organization will need to contact Tech Support to put the Registration in 'edit mode.'

Authenticate (electronically sign) Filing - Step 1

Hawaii Tax & Charities
11-9002015
2018 HI State form
1/1/2018 - 12/31/2018

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: Officer
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 >>

ONLY the individual named here should sign the Registration. If you are not that individual, do not continue with the authentication process.

This email address must belong to the individual who is authenticating/signing the Registration. The email address must be personally identifiable and not generic.

Please
Conce
This w
Copyri
Last m

g this website.
screen resolution of 1024 X 76

Authenticate (electronically sign) Filing - Step 2

Hawaii Tax & Charities
11-9002015
2018 HI State form
1/1/2018 - 12/31/2018

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

Officer
Title

6/24/2019
Date

Cancel Sign Filing

Please see our
Concerned abo
This website be
Copyright © 19

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.

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.)

Please see our [technical support page](#) if
Concerned about your privacy? Please v
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After completing Step 2 of the Authentication process, the Authenticator **must** close their browser. The system will automatically email the Authenticator a link to complete the authentication process.



Mon 6/24/2019 3:09 PM

990 Online Tech Support <support@form990.org>

990 Online Authentication

To ATG Charities

 We removed extra line breaks from this message.

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?119002015Zw888236rC> 

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 signing the Registration, the Authenticator will receive this email.

The Authenticator must follow this link to log back into the efile site to complete the final step in the authentication process.

Certify Authenticator

Hawaii Tax & Charities
11-9002015
2018 HI State form
1/1/2018 - 12/31/2018

Name: Deputy Attorney General
Title: Officer

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).

Certify

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Authentication Successful

Hawaii Tax & Charities
11-9002015
2018 HI State form
1/1/2018 - 12/31/2018

This filing has been authenticated.

Thank you.

Your filing is now ready to transmit to HI.

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

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The Authenticator can return to the Control Panel to view the status of the Registration.

Control Panel

NOTICE:

6/20/2019: Effective today we have updated the Initial Hawaii Registration and Annual Hawaii Transmittal forms on our system. If you already have a Hawaii filing in process, the system will automatically convert your filing from the old format to the new format when you go in to edit the filing. If you begin a new Hawaii form, it will be created using the new format. The change adds a few additional questions to the Annual Transmittal and renames the Registration form from the Unified Registration Statement (URS) to the Hawaii Initial Registration form (HIR). You can contact tech support at support@form990.org or the Hawaii Attorney General's Office at ATG.Charities@hawaii.gov if you have any questions.

- If e-filing Form 990/990-EZ, once you have marked your return as complete, send your signed 8453-EO Signature Form by email to signatureforms@form990.org or by fax to 866-699-3916. If you send it by email, please include your EIN in the subject or body of the email. Note: Please do not post your signature form at a "secure" website and email us a link - for security reasons, we cannot access files on third party servers.
- If emailing our Technical Support staff with questions at support@form990.org, please include your EIN.
- Always check your junk/spam folders for our incoming emails.
- If you do not remember your password, you can reset it. We cannot send you your password. Here are the [instructions](#) to reset your password.
- View our list of [Common Tech Support Topics](#) containing answers to your common Tech Support questions.
- Technical Support hours are: M-F, 9:00 am to 5:00 pm (eastern time)

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)
2018	1/1/2018	12/31/2018	06/24/2019	Return	None	HI Registration	Pending	

Quick Menu

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

If authentication was completed properly, the status of the Registration should change to **"Pending."**

The status will change to **"Transmitted"** when it is sent to the AG's Office for review.

Action Legend

- Edit a Return in Filing
- View Filing Status
- Change ReturnDates
- Delete Filing