



STATE OF HAWAII
DEPARTMENT OF THE ATTORNEY GENERAL
TAX & CHARITIES DIVISION
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DISSOLUTION OF A HAWAII PUBLIC BENEFIT CORPORATION

PROCEDURES AND CHECKLIST

I. INTRODUCTION

A Hawaii public benefit corporation must give notice under Section 414D-233(a), Hawaii Revised Statutes (HRS), of its intent to dissolve to the Hawaii Attorney General before it files its articles of dissolution with the Hawaii Department of Commerce and Consumer Affairs.

Section 414D-14, HRS, defines a public benefit corporation as a corporation that is

- (1) exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code (IRC), or
- (2) organized for public or charitable purposes and upon dissolution must distribute its assets to another public benefit corporation, the United States, a state, or another organization that is exempt from federal taxation under IRC section 501(c)(3), or
- (3) any corporation designated by statute as a public benefit corporation.

Section 414D-233(b), HRS, provides that a public benefit corporation may not transfer or convey any assets as part of the dissolution process until the earlier of

- (1) twenty business days after it has given written notice to the attorney general or
- (2) receipt from the attorney general of written consent to the dissolution, or written notice that the attorney general will take no action in respect to, the transfer or conveyance.

The purpose of this publication is to provide guidance to Hawaii public benefit corporations on how to provide the statutorily required notice of intent to dissolve to the Attorney General and what information should be provided with such notice. This publication is not intended as a substitute for legal advice from an attorney.

II. WHERE TO SEND NOTICES OF INTENT TO DISSOLVE

Notices of intent to dissolve should be sent to:

Tax & Charities Division
Department of the Attorney General
425 Queen Street
Honolulu, Hawaii 96813

or

ATG.Charities@Hawaii.gov

III. CHECKLIST: WHAT DOCUMENTS SHOULD BE INCLUDED WITH A NOTICE OF INTENT TO DISSOLVE?

The following is a list of the information and documents that should be provided to the Attorney General to review along with the Notice of Intent to Dissolve:

- Contact information for dissolving public benefit corporation.
- If the person providing the notice is not an officer of the corporation with signing authority, provide the authority of the person to act on behalf of the corporation (e.g., a copy of a resolution by the organization's board of directors authorizing the person to act on behalf of the corporation).
- Articles of Incorporation.
- Bylaws.
- The corporation's Plan of Dissolution.

The Plan of Dissolution should contain at a minimum:

- A list of assets to be distributed in contemplation of dissolution (including personal property), indicating if any of the assets are restricted-use (e.g., assets that have been designated to be used for a specific purpose). If any assets are restricted, please indicate their value, explain the restriction, and state whether there is a reversionary interest, gift over, etc.
 - The corresponding entity receiving each asset, not including creditors; and
 - The address and contact person for each entity that will receive the asset(s). Please include the EIN number for the organizations that will receive assets upon dissolution.
- Copies of the last 3 monthly bank statements for each of the corporation's banking accounts. Please include copies of all checks or receipts for transactions included on the statements.
 - For corporations that file an Internal Revenue Service Form 990, 990EZ, or 990-PF, a copy of the corporation's most recent filing.
 - Resolution adopting plan of dissolution or written consents in lieu of a meeting.
 - Consent of any third party (e.g., national office, a related organization), if required.
 - If the dissolving public benefit corporation is a registered charitable organization with the Attorney General, a written request for deactivation of the corporation's charitable organization registration upon the Attorney General's consent or no action determination to the dissolution. Please use the written deactivation form provided here:
<https://ag.hawaii.gov/tax/files/2022/05/NOTICE-OF-INTENT-TO-CEASE-SOLICITATION-ACTIVITY-202205.pdf>.

IV. ATTORNEY GENERAL'S RESPONSE TO THE NOTICE

Within 20 business days after the above information is provided to the Department of the Attorney General with the notice of intent to dissolve, and the Attorney General has reviewed the information, the Attorney General may respond in writing indicating that the Attorney General consents to the dissolution or will take no action with respect to the proposed dissolution as provided by law.

V. POST-DISSOLUTION REQUIREMENTS.

After a public benefit corporation has distributed its remaining assets as part of its dissolution, Section 414D-233(c), HRS, requires the public benefit corporation to provide the Attorney General with a list showing those (other than creditors) to whom the assets were transferred or conveyed. The list must indicate the addresses of each person or entity (other than creditors) that received assets and indicate what assets each received.

VI. QUESTIONS? You may email us at ATG.Charities@Hawaii.Gov or call (808) 586-1480 if you have any questions.