

# Hawaii Charity Annual Financial Report Guide (Special)

**For the following organizations:**

- Filed an IRS Form 990-N
- Not required to file any IRS Form 990s
- Required to file an IRS Form 990 or 990-EZ but failed to file



# Hawaii Charity Annual Financial Report

- Registered organizations that file an Internal Revenue Service (IRS) Form 990/990-EZ/990-PF must complete and electronically submit a “Hawaii Annual Charity Transmittal Form (V2)” (Annual Transmittal) and attach a PDF copy of the filed IRS Form 990/990-EZ/990-PF. Organizations that file a IRS Form 990-N, are not required to file any IRS Form 990, or are required to file a Form 990 or 990-EZ but failed to file it, must file a more detailed annual financial report.
- For organizations that filed an IRS Form 990 or 990-EZ, the annual financial report is due to the Department within 10 business days of when the organization filed its IRS Form 990 or 990EZ with the IRS. For organizations that file a IRS Form 990-N, are not required to file any IRS Form 990, or are required to file a Form 990 or 990-EZ but failed to file it, the annual financial report is due no later than the 15<sup>th</sup> day of the 5<sup>th</sup> month after the end of its fiscal year. (I.e. fiscal year is 1/1/2018-12/31/2018, report is due 5/15/2019.)
- Registered charitable organizations that have an audited financial statement because the organization was required to obtain one by another governmental agency or a third party, must also submit a copy of an audited financial statement as part of the organization’s annual financial report.
- Charities are also required to pay an annual fee through the State of Hawaii Payment portal.

# IRS Form 990 or 990-EZ Filing Options

- Option 1: Form 990 may be completed on the [efile.form990.org](http://efile.form990.org) site and transmitted with the Annual Transmittal to Hawaii at the same time that the electronic data is transmitted to the IRS.
- Option 2: Form 990 may be completed on the [efile.form990.org](http://efile.form990.org) site or through any other system, uploaded as a PDF file, and then transmitted with the Annual Transmittal.
- Option 3: Form 990, if done by hand, can be converted to PDF format and uploaded. Then transmitted with the Annual Transmittal.



# Completing the Annual Transmittal 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. Organizations have three options for creating and submitting a Hawaii Charity Annual Financial Report. These options are based on whether your organization has already filed or needs to file Form 990 with the IRS.
- Complete the Hawaii Charity Annual Financial Report 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 courtesy email. This email will contain a link that will take you to the Hawaii Attorney General’s website <https://ag.ehawaii.gov/charity/fein.html> 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**  
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

Log In

Cancel

Email Password

have a

Request Login ID

**Do not share your Password or allow another person to login using your Login ID. Each person must log in with their own user login.**

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 6.0+ or Mozilla Firefox with a screen resolution of 1024 X 768.

Copyright © 1999 - 2014 the NCCS/NASCO E-Filing Site. All rights reserved.

Last modified: April 25, 2014.

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](mailto:support@form990.org) or the Hawaii Attorney General's Office at [ATG.Charities@hawaii.gov](mailto: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](mailto: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](mailto: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)

### Dept of the Attorney General

To create a new Annual Transmittal, select "Create a New Filing."

Create a New Filing







If the organization has already started a Annual Transmittal for a particular fiscal year, check the Control Panel and select to EDIT the Transmittal.

Select the Organization you would like to work with:

Test (99-8888887)

### 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	06/07/2019	Return	None	HI URS	Accepted	
2017	1/1/2017	12/31/2017	06/10/2019	Return	None	HI TransmittalV2	Edit Mode	    

### 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 ReturnDates
-  Delete Filing
-  Authenticate Filing
-  Pay 990 Online Usage Fee
-  Add New Form to Filing

### 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 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 you are reporting on) 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

? 11-9002105  
? Hawaii Tax & Charities  
? 01/01/2018  
? 12/31/2018

Cancel Next >>

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

Questions or problems?  
Concerned about your privacy?  
This website best viewed in  
Current Web Page: Filing Info  
Copyright © 1999 - 2018  
Last modified: June 15, 2018

The first annual financial report 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 its fiscal information for the period of 1/1/2018-12/31/2018. The first annual financial report that the organization will need to file with the Hawaii Attorney General's office is for the period of 1/1/2019 – 12/31/2019.



## 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

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

Current Web Page: Form990Main - CreateNew ReturnInfo

Copyright

Last mo

Unless the organization wants to simultaneously file a Form 990 or 990-EZ with the IRS, select **“Not filing an IRS Form.”**

If the organization wants to file a Form 990 or 990-EZ with the IRS **and** complete an Hawaii Charity Annual Financial Report at the same time, select either the Form 990 or 990-EZ. The Form 990-N cannot be filed through the efile site.

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

Create Filing Process (Return Info)

User: 99888888701 - Deputy Attorney General, Test (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"

Questions or problems regarding this web site should be directed to [Tech Support](#).  
Concerned about your privacy? Please view our [privacy](#) policy.  
This website best viewed on a desktop or laptop/notebook computer with a screen resolution of 1024 X 768.  
Current Web Page: Form990Main - CreateNew\_ReturnInfo  
Copyright © 1999 - 2019 Civic Leadership Project, Inc. All rights reserved.  
Last modified: June 3, 2019.

**Create Filing Process (State Forms)**

User: 11900201502 - 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 Annual Charity Transmittal Form (V2)
- 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 Annual Charity Transmittal Form (V2) box.**

**FORM 990 ONLINE** e-file and print your Fo 768.

Quick Jump ▾ Create New Filing Log Out

**Create Filing Process (State Forms)**

User: 9988888701 - 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 Annual Charity Transmittal Form (V2) 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 Transmittal to your paid preparer account.

## Create Filing Process (Summary)

User: 11900201502 - Deputy Attorney General, D

### Summary

Organization EIN: 11-9002015  
Organization Name: Hawaii Tax & Charities  
Tax Period Start Date: 01/01/2015  
Tax Period End Date: 12/31/2015  
IRS form: Not filing a form with the IRS  
Form Delivery: E-file

The following state forms have been selected for filing:

Hawaii Annual Charity Transmittal Form (V2)

**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 990 Online system so you can begin entering information for the State Charity Forms you have selected.

<< Previous Finish

Questions or problems regarding this web site should be directed to [Tech Support](#).  
Concerned about your privacy? Please view our [privacy](#) policy.  
This website best viewed on a desktop or laptop/notebook computer with a screen resolution of 1024 X 768.  
Current Web Page: Form990Main - CreateNew\_Summary  
Copyright © 2015. All rights reserved.  
Last modified: 11/11/2015 10:00:00 AM

**Check that the organization is filing a Hawaii Annual Charity Transmittal Form.**  
**Check if the organization also selected to file a Form 990/990-EZ with the IRS.**  
**If the information is correct, select "Finish."**

**If you need to change anything, check the "Previous" button and make the corrections.**

**State Registration Electronic Filing Hawaii Transmittal**

**Organization:** Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2013

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 completing the Transmittal.

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: HITransmittal - StartPage

Copyright © 1999 - 2014 the NCCS/NASCO E-Filing Site. All rights reserved.

Last modified: June 10, 2014.

**General Information**

<< Back Undo Changes Save Next >>

**Organization:** Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2015

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.

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 Organization's mailing address

a Country

b Address Line - 1

c Address Line - 2

d City

e State

f Zip Code

3 Organization's telephone number

4 Organization's email address

<< Back Undo Changes Save Next >>

**Follow the prompts for the permissible characters for each line.  
Impermissible characters and extra spaces will result in error messages.**

**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 Annual Financial Report process.**

Legal and Registration

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2015

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

5

A  Yes  No

[Enter 5A explanation](#)

B  Yes  No

C  Yes  No

D  Yes  No

<< Back Undo Changes Save Next >>

Questions or problems regarding this web site should be directed to [Tech Support](#).  
 Concerned about your privacy? Please view our [privacy](#) policy.  
 This website best viewed on a desktop or laptop/notebook computer with a screen resolution of 1024 X 768.  
 Current Web Page: HITransmittalV2 - LegalAndExceptions  
 Copyright © 1999 - 2019 Civic Leadership Project, Inc. All rights reserved.  
 Last modified: June 3, 2019.

If the organization answers "Yes" to Questions 5A-5D, it must select the appropriate link and select "Add a New Record."

If the organization answers "No" to Questions 5A-5D, go to the next slide for Question 6.

Enjoined from soliciting explanation and attachments

Cancel Undo Changes Save Save & Return

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2015

Description

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  No file chosen

Cancel Undo Changes Save Save & Return

For Questions 5A-5D, enter a detailed explanation and upload any documents. Select "Save & Return." Go to the next slide for Question 6.

### Legal and Registration

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2015

- 5 Has organization or any of its officers, directors, employees or fundraisers:
- A Been enjoined or otherwise prohibited by a government agency/court from soliciting?
  - 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 Has tax exempt status ever been denied, revoked or modified?  
If yes, provide full written explanation and all relevant documents.

5  
A ? ▾  
B ? ▾  
C ? ▾  
D ? ▾

6 ? Yes ▾  
? Enter 6 explanation

<< Back Undo Changes Save Next >>

If the organization's tax exempt status has ever been **DENIED, REVOKED or MODIFIED**, select "Yes" and follow the link to enter details about the event(s).

Questions or problems regarding this web site should be directed to [Tech Support](#).  
Concerned about your privacy? Please view our [privacy](#) policy.  
This website best viewed on a desktop or laptop/notebook computer with a screen resolution of 1024 X 768.

### IRS denied, revoked, etc. explanation and attachments

Cancel Undo Changes Save Save & Return

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2015

Description ? Tax Exempt Status Revoked/Modified/Denied

Explanation ?

? Characters left: 8767.

This is a mandatory field. Enter the details regarding the denial, revocation or modification of the organization's tax exempt status. If you need additional space or need to upload documents, use 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

Once Questions 5 & 6 are complete, select "Next" to continue.

Questions or problems regarding this web site should be directed to [Tech Support](#).  
Concerned about your privacy? Please view our [privacy](#) policy.  
This website best viewed on a desktop or laptop/notebook computer with a screen resolution of 1024 X 768.



Receive process and loans to/from persons of interest

<< Back Undo Changes Save Next >>

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2015

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.

- 7 Receive Service of Process (Registered Agent)
- 8 Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?

<< Back Undo Changes Save Next >>

7  [Enter Details](#)

8 

This is an optional field. If the organization chooses to name an agent for service of process, it should select to "Enter Details" and enter it on the next screen.

Questions or problems regarding this web site should be directed to [Tech Support](#).  
Concerned about your privacy? Please view our [privacy](#) policy.  
This website best viewed on a desktop or laptop/notebook computer with a screen resolution of 1024 X 768.  
Current Web Page: HITransmittalV2 - ReceiveProcessLoans  
Copyright © 1999 - 2019 Civic Leadership Project, Inc. All rights reserved.  
Last modified: June 3, 2019.

The organization must answer whether it received or made any such loans.

If the organization answers "No," select Next.

If the organization answers "Yes," follow the "Enter Loans" link to provide details on each loan.

**Loans to/from Interested Persons**

Add a New Record Return

Organization: Hawaii Tax & Charities EIN: 11-9002015 Tax Year: 2015

Report details on loans, including salary advances and other advances and receivables (referred to collectively as "loans"). Report only loans between the organization and interested persons that are outstanding as of the end of the organization's tax year. Report each loan separately and regardless of amount.

In addition to loans originally made between the organization and an interested person, report loans originally between the organization and a third party or between an interested person and a third party that were transferred so as to become a debt outstanding between the organization and an interested person.

Order Name Orig Amount Balance Due

Add a New Record Return

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

Select "Add a New Record" to report each loan.

Enter the details of the loan. If you need additional space to explain the loan, upload a separate PDF below.

Select "Save & Return." To add another loan select "Add a New Record." To Return back, select "Return."

**Loan to/from Interested Person**

Cancel Undo Changes Save Save & Return

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

a Debtor/Creditor Name:

Name Type

Person Name

Person ▾

John Smith

b Relationship with organization

John Smith is the President of the subject charity

c Purpose of loan

explain reason for the loan

d Loan to organization

Loan from organization

e Original principal amount

50,000

f Balance due at end of tax year

50,000

g In Default?

▾

h Approved by board or committee?

▾

i Written agreement

▾

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

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

**Loans to/from Interested Persons**

Add a New Record Delete All Return

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

Report details on loans, including salary advances and other advances and receivables (referred to collectively as "loans"). Report only loans between the organization and interested persons that are outstanding as of the end of the organization's tax year. Report each loan separately and regardless of amount.

In addition to loans originally made between the organization and an interested person, report loans originally between the organization and a third party or between an interested person and a third party that were transferred so as to become a debt outstanding between the organization and an interested person.

Order	Name	Orig Amount	Balance Due	
1	John Smith	50,000	50,000	Edit

Add a New Record Delete All 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 on a desktop or laptop/notebook computer with a screen resolution of 1024 X 768

**Financial Information**

<< Back Undo Changes Save Next >>

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

If the organization has filed or is going to file a Form 990, Form 990-EZ or Form 990-PF 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.

9 Has the organization filed or is going to file a Form 990, Form 990-EZ or Form 990-PF with the IRS.

<< Back Undo Changes Save Yes No >

Select "YES" if the organization has filed or is going to file a **Form 990** or **Form 990-EZ** with the IRS

You will be directed to complete the regular Hawaii Transmittal and will need to use a different filing guide.

Select "NO" if the organization files a **Form 990-N** or has failed to file or does not file any 990 forms.

## Revenue

<< Back Undo Changes Save Next >>

Organization: Test EIN: 99-8888887 Tax Year: 2017

### Revenues

10	Contributions, gifts, grants, and similar amounts received	10 ?	<input type="text" value="0"/>
11	Program service revenue including government fees and contracts	11 ?	<input type="text" value="0"/>
12	Membership dues and assessments	12 ?	<input type="text" value="0"/>
13	Investment income	13 ?	<input type="text" value="0"/>
14a	Gross amount from sale of assets other than inventory	14a ?	<input type="text" value="0"/>
b	Less: cost or other basis and sales expenses	b	<input type="text" value="0"/>
c	Gain or loss from sale of assets other than inventory	c	<input type="text" value="0"/>
15	Gaming and fundraising events	15 ?	
a	Gross income from gaming	a	<input type="text" value="0"/>
b	Gross income from fundraising events (not including this amount of contributions reported on line 10)	b	<input type="text" value="0"/>
c	Less: direct expenses from gaming and fundraising events	c	<input type="text" value="0"/>
d	Net income or loss from gaming and fundraising events	d	<input type="text" value="0"/>
16a	Gross sales of inventory, less returns and allowances	16a ?	<input type="text" value="0"/>
b	Less: cost of goods sold	b	<input type="text" value="0"/>
c	Gross profit or loss from sales of inventory	c	<input type="text" value="0"/>
17	Other revenue	17 ?	<input type="text" value="0"/>
18	<b>Total revenue</b>	18	<input type="text" value="0"/>

<< Back Undo Changes Save Next >>

For additional guidance on Questions 10-17, refer to the IRS' instructions for Form 990-EZ.

## Expenses

<< Back Undo Changes Save Next >>

Organization: Test EIN: 99-8888887 Tax Year: 2017

### Expenses

19	Grants and similar amounts paid	19 ?	<input type="text" value="0"/>
20	Benefits paid to or for members	20 ?	<input type="text" value="0"/>
21	Salaries, other compensation, and employee benefits	21 ?	<input type="text" value="0"/>
22	Professional fees and other payments to independent contractors	22 ?	<input type="text" value="0"/>
23	Occupancy, rent, utilities, and maintenance	23 ?	<input type="text" value="0"/>
24	Printing, publications, postage, and shipping	24 ?	<input type="text" value="0"/>
25	Other expenses	25 ?	<input type="text" value="0"/>
26	<b>Total expenses</b>	26	<input type="text" value="0"/>
27	<b>Total Program Service Expenses</b> (Enter total of program service expenses) (included in expenses for lines 19-25)	27 ?	<input type="text" value="0"/>

<< Back Undo Changes Save Next >>

For additional guidance on Questions 19-27, refer to the IRS' instructions for Form 990-EZ.

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

Concerned about your privacy? Please view our [privacy](#) policy.

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

Current Web Page: HITransmittalV2 - Expenses

Copyright © 1999 - 2019 Civic Leadership Project, Inc. All rights reserved.

Last modified: June 3, 2019.

## Net Assets and Balance Sheet

<< Back Undo Changes Save Next >>

Organization: Test EIN: 99-8888887 Tax Year: 2017

### Net Assets

- |    |  |   |                                |
|----|--|---|--------------------------------|
| 28 | Excess or deficit for the year                   | ? | <input type="text" value="0"/> |
| 29 | Net assets or fund balances at beginning of year | ? | <input type="text" value="0"/> |
| 30 | Other changes in net assets or fund balances     | ? | <input type="text" value="0"/> |
| 31 | Net assets or fund balances at end of year       |   | <input type="text" value="0"/> |

For additional guidance on Questions 29-36, refer to the IRS' instructions for Form 990-EZ.

### Balance Sheet

- |    |   |   |                                |
|----|---|---|--------------------------------|
| 32 | Cash, savings, and investments                                    | ? | <input type="text" value="0"/> |
| 33 | Land and buildings  | ? | <input type="text" value="0"/> |
| 34 | Other assets  | ? | <input type="text" value="0"/> |
| 35 | Total assets  |   | <input type="text" value="0"/> |
| 36 | Total liabilities   | ? | <input type="text" value="0"/> |
| 37 | Net assets or fund balances<br>(Total assets - total liabilities) |   | <input type="text" value="0"/> |

<< Back Undo Changes Save Next >>

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

Concerned about your privacy? Please view our [privacy](#) policy.

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

Current Web Page: HITransmittalV2 - NetAssetsBalanceSheet

Copyright © 1999 - 2019 Civic Leadership Project, Inc. All rights reserved.

Last modified: June 3, 2019.

**Highest Paid Employees and Officers Compensation**

<< Back Undo Changes Save Next >>

Organization: Test EIN: 99-8888887 Tax Year: 2017

Five highest paid employees paid over \$50,000  
(Other than officers, directors and trustees)

[? Enter Details](#)

Officers (List all officers, directors, trustees and foundation managers and their compensation)

[? Enter Details](#)

<< Back Undo Changes Save Next >>

If the organization had any employees paid over \$50,000, follow the same procedures below.

**Five Highest Paid Employees Paid Over \$50,000  
Other than Officers, Directors and Trustees**

Organization: Test EIN: 99-8888887 Tax Year: 2017

Name	Title	Hours per week	Compensation (W-2 Form)	Expenses and allowances
------	-------	----------------	-------------------------	-------------------------

Add a New Record Upload Attachment Data Return

Select "Enter Details. On the next screen either "Add a New Record" to create a new entry for each officer, director, trustee and foundation manager or upload and Excel list.

**Highest Paid Employee**

Cancel Undo Changes Save Save & Return

Organization: Test EIN: 99-8888887 Tax Year: 2017

1	Name	1	<input type="text"/>
2	Title	2	<input type="text"/>
3	Average hours per week	3	<input type="text"/>
4	Compensation (W-2 Form)	4	<input type="text"/>
5	Expense account and other allowances	5	<input type="text"/>

Cancel Undo Changes Save Save & Return

## Audited Financial Attachments

<< Back Undo Changes Save Next >>

Organization: Test EIN: 99-8888887 Tax Year: 2017

### Audited Financials

Under Hawaii law, a charitable organization required to obtain an audit report by a governmental authority or a third party must upload an audit report that will be included in the Hawaii annual transmittal.

Upload an attachment  No file selected.



<< Back Undo Changes Save Next >>

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

Concerned about...  
This website... of 1024 X 768.  
Current Web...  
Copyright ©...  
Last modifie...

Upload a PDF of the Audit Report covering the same fiscal period as the Hawaii Annual Transmittal.

Audit Reports will NOT be made public on the Hawaii Charities website.

If the organization is required to complete an Audit Report but has not completed it, contact our office before completing the Annual Transmittal.



**Signature**

<< Back Undo Changes Save Next >>

**Organization:** Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2015

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

 Please Select ▾

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.



<< Back Undo Changes Save Next >>

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

**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 Annual Report. (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:** 11-9002015 **Tax Year:** 2015

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

Once you have completed and verified the information, you should generate the PDF reports for this form. 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 **Filing**. This process verifies all the state filing forms, allows you not mark the filing as complete and initiates the generation of new PDF reports and returns you to the Form 990 status page. From the filing process.

After the filing is complete, it is transmitted to the IRS. The IRS makes this transmittal filing available within 24-48 hours. After Hawaii picks up the filing, they acknowledge that it has been received. This email contains a link to the Hawaii payment site for you to make the payment within 24 hours after receiving the acknowledgement email prior to trying to make a payment.

<< Back

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.



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

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: 2013

The PDF files were last generated 9/6/2014 5:50:30 AM. If you have made changes since then, please regenerate the PDF files by clicking the link below.

Click here to regenerate the PDF files for this filing.

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


HI State Annual Transmittal

Refresh Return

Click the orange "here" to generate the PDF. To download the PDF go to Control Panel, find the appropriate Transmittal and click on the magnifying glass icon. On the Check Filing Status screen look for the HI State Annual Transmittal link.

Questions or problems regarding this web site should be directed to... Concerned about your privacy? Please view our privacy policy.

You can download and print out a copy of the PDF to review it before authenticating.

 <p>DEPARTMENT OF REVENUE</p> <p><b>ANNUAL CHARITY</b> IRS Form 990-N filers</p> <p>Period Covered: 11/2017 Tax Year: 2017</p> <p>1. Organization Name: Test</p> <p>2a. Organization's Address Line 1: 425 Queen Street 2b. Organization's Address Line 2: 2c. Organization's City, State and/or Country &amp; Zip: Ho 3. Organization's Phone Number: 808-888-8888 4. Organization's Email Address: stj.charities@hawai</p> <p>5. Has organization or any of its officers, directors, emp A. Been enjoined or otherwise prohibited by a go B. Had its registration denied or revoked? Yes C. Been the subject of a proceeding regarding sus D. Entered into a voluntary agreement of compli administrative agency? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "yes" to 5 A or B or C or D, attach explanation: 6. Has organization tax exempt status ever been deas If yes, attach explanation: 7. Name, address and telephone number of person with (Note: Line 7 is optional, but if you do not identify a registered ad considered to have irrevocably designated the Hawaii IRS as its a</p> <p>Name _____ Address _____ City, State &amp; Zip _____</p> <p>8. Did the organization borrow from, or make any loans such loans made in a prior year and still outstanding at If yes, provide full written explanation and all relevan Total outstanding loans amount at end of year: \$</p> <p>HAWAII - ANNUAL CHARITY TRANSMITTAL FORM (IRS Form 990-N)</p>	<p>EIN: 99-8888887</p> <p><b>ANNUAL CHARITY</b> IRS Form 990-N</p> <p>Revenue</p> <p>10. Contributions, gifts, grants and similar income 11. Program service revenue including government grants 12. Membership dues and assessments 13. Investment income</p> <p>14a. Gross amount from sale of assets other than investments 14b. Less: cost or other basis and sales expenses 14c. Gain or (loss) from sale of assets other than investments</p> <p>15. Gaming and fundraising events 15a. Gross income from gaming 15b. Gross income from fundraising (not including 90 of cost of goods sold)</p> <p>16a. Less: direct expenses from gaming and fundraising events 16b. Net income or (loss) from gaming and fundraising events</p> <p>16a. Gross sales of inventory, less returns and allowances 16b. Less: cost of goods sold 16c. Gross profit or (loss) from sales of inventory</p> <p>17. Other income</p> <p>18. Total revenue</p> <p>HAWAII - ANNUAL CHARITY TRANSMITTAL FORM</p>	<p>EIN: 99-8888887</p> <p><b>ANNUAL CHARITY</b> IRS Form 990-N</p> <p>Expenses</p> <p>19. Grants and similar amounts paid to other organizations 20. Benefits paid to or for members, officers, directors, key employees, and independent contractors 21. Salaries, other compensation and benefits 22. Professional fees and other payments 23. Occupancy, rent, utilities and maintenance 24. Printing, publications, postage and shipping 25. Other expenses</p> <p>26. Total expenses</p> <p>27. Total program service expenses (including 21, 22, 23, 24, 25)</p> <p>Net Assets</p> <p>28. Excess or deficit for the year 29. Net assets or fund balances at beginning of year 30. Other changes in net assets or fund balances 31. Net assets or fund balances at end of year</p> <p>Balance Sheet</p> <p>32. Cash, savings and investments 33. Land and buildings 34. Other assets 35. Total assets 36. Total liabilities 37. Net assets or fund balances (Total assets minus total liabilities)</p> <p>Officers:</p> <p>Name _____ John Doe Joan Doe</p> <p>HAWAII - ANNUAL CHARITY TRANSMITTAL FORM</p>	<p>EIN: 99-8888887</p> <p><b>ANNUAL CHARITY TRANSMITTAL FORM</b> IRS Form 990-N filers and filers not required to file with the IRS</p> <p>38. Salaries and Expense Allowances</p> <p>Five Highest Paid Employees:</p> <p>Name _____ Title _____ Date Signed: _____</p> <p>Attachment Description Attached File Names</p> <p>Submitted By: Deputy Attorney General Title: Officer Date Signed: _____</p> <p>HAWAII - ANNUAL CHARITY TRANSMITTAL FORM (IRS Form 990-N filers and filers not required to file with the IRS)</p>	<p>EIN: 99-8888887</p> <p><b>ANNUAL CHARITY TRANSMITTAL FORM</b> IRS Form 990-N filers and filers not required to file with the IRS</p> <p>Submitted By: Deputy Attorney General Title: Officer Date Signed: _____</p> <p>Attachment Description Attached File Names</p> <p>HAWAII - ANNUAL CHARITY TRANSMITTAL FORM (IRS Form 990-N filers and filers not required to file with the IRS)</p>
---	---	--	---	---

**Verification Errors - Current Form**

[Return](#)

**Organization:** Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2013

No errors exist for this verification process. You may proceed with entering more information or if all forms have been completed, you may verify the filing (Quick Jump -> Verify Filing) to verify the filing and mark it as complete.

**State Form**

**Web Page**

**Warning Messages**

HI HITransmittal [Financial Information](#)

Total revenue is 0. If this is not correct, please provide the correct amount.

[Financial Information](#)

Program service expenses is 0. If this is not correct, please provide the correct amount.

[Return](#)

Questions or problems regarding this web page should be directed to [Tech Support](#).  
Concerned about your privacy? Please view our [privacy](#) policy.  
This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.  
Current Web Page: Common - Verification ErrorsCurrentForm  
Copyright © 1999 - 2014 the NCSS/IAS E-File Site. All rights reserved.  
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.

**Verification Errors**

Return

**Organization:** Hawaii Tax & Charities **EIN:** 11-9002015 **Tax Year:** 2015

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 HITransmittalV2 [Receipts Process and Loans](#)

**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](#).  
Concerned about your privacy? Please view our [privacy](#) policy.  
This website best viewed on a desktop or laptop/notebook computer with a screen resolution of 1024 X 768.  
Current Web Page: Common - VerificationErrors  
Copyright © 1999 - 2019 Civic Leadership Project, Inc. All rights reserved.  
Last modified: June 3, 2019.

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

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

Test  
99-8888887  
Filing Year: 2017

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

Filing Status Page:  
<https://efile.form990.org/frmNPCheckFedStateGroupStatus.asp?GroupID=309521>

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: 99888888701)

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

Thank You

The selected authenticator should follow this link to sign into the [efile.form990.org](https://efile.form990.org) site to review the Annual Transmittal.

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

Hawaii Tax & Charities  
 11-9002015  
 2013 HI State form  
 1/1/2013 - 12/31/2013

**Links**

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

**View PDF images of this filing**

[HI State Annual Transmittal](#)

**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 here to Authenticate this Filing* link next to their name in the Filing Checklist.

The Authenticator should review the Annual Transmittal PDF for errors.

**Filing Checklist**

No. Step	Status	Description	Delivery	Actions
1 Edit HI Annual Transmittal:	<input checked="" type="checkbox"/> OK	Completed by Deputy Attorney General, President on 9/6/2014 5:55:33 AM	E-file	
2 Authentication (electronic signature): » Deputy Attorney General, President	<input type="checkbox"/> To Do	<a href="#">Click Here to Authenticate this Filing</a> -- (Problems? <a href="#">Click here</a> )		

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

To approve the Annual Transmittal, the Authenticator should select "Click Here to Authenticate this Filing" to start the authentication process.

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.  
 Copyright © 1999 - 2014 the NCCS/NASCO E-Filing System.  
 Last modified: April 25, 2014.

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

Hawaii Tax & Charities  
11-9002015  
2013 HI State form  
1/1/2013 - 12/31/2013

**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 >>

**ONLY** the individual named here should sign the Annual Transmittal. 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 Annual Transmittal.

The email address must be personally identifiable and not generic.



Hawaii Tax & Charities  
 11-9002015  
 2013 HI State form  
 1/1/2013 - 12/31/2013

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

9/6/2014  
 Date

Cancel Sign Filing

Ques  
 Conc  
 This v  
 Copy  
 Last r

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.**

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

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

This filing cannot be electronically filed until this is done.

**IMPORTANT NOTE**

You should receive the Authentication email within five minutes.

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

**Please close your browser now.**

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

Questions or problems regarding this website? Please contact us at 1-800-829-4929.  
Concerned about your privacy? Please visit our privacy policy.  
This website is best viewed with Microsoft Internet Explorer.  
Copyright © 1999 - 2014 the NCCS/NAS  
Last modified: April 25, 2014.

After completing Step 2 of the Authentication process, the Authenticator **must** close their browser. The system will send an email to the Authenticator with a link to complete the authentication process.

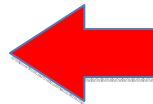
Deputy Attorney,

The filing for the following organization is ready for authentication:

Organization Name: Test  
Organization EIN: 99-8888887  
Filing Description: HI State form

Please follow the link below to complete the process:

<https://efile.form990.org/ConfGrp.asp?998888887NI416251fP>



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 subm

Thank You

efile.form990.org Technical Support

After signing the Annual Transmittal, 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**

Test  
99-8888887  
2017 HI State form  
1/1/2017 - 12/31/2017

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

**Authentication Successful**

Test  
99-8888887  
2017 HI State form  
1/1/2017 - 12/31/2017

**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

**The Authenticator can return to the Control Panel to view the status of the Annual Transmittal.**

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 [ATG.Charities@hawaii.gov](mailto:ATG.Charities@hawaii.gov) if you have

- If e-filing Form 990/990-EZ, once you have marked your return as complete, send your signed 8453 to the AG's Office at 866-699-3916. If you send it by email, please include your EIN in the subject or body of the email and include 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](mailto:support@form990.org), please include your EIN in the subject line.
- 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. Helpdesk can assist with this.
- 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)

If authentication was NOT completed, the status of the Annual Transmittal will remain **"Awaiting Authentication."**

If authentication was completed, the status of the Transmittal will change to **"Pending."**

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

Test

Create a New Filing

Filing List								
Click on the <i>Action</i> Icon to the right of the filing you want to access. See the legend (below) for a description of the actions.								
Tax Year	Start Date	End Date	Created On	Filing Type	IRS Form	State Forms	Status	Action (see Legend below)
2018	1/1/2018	12/31/2018	06/07/2019	Return	None	HI URS	Accepted	
2017	1/1/2017	12/31/2017	06/10/2019	Return	None	HI TransmittalV2	Pending	

[Quick Menu](#)

[Action Legend](#)

## Annual Fee:

- Only available for payment on the Hawaii Charities page the day after the Annual Transmittal has been accepted by the Attorney General's Office.
- The status of the Annual Transmittal on the efile site should change from "Transmitted" to "Accepted."
- The organization will receive this courtesy email the day after the Transmittal has been accepted.

**From:** [noreply@ehawaii.gov](mailto:noreply@ehawaii.gov)  
**To:** [ATG Charities](#)  
**Subject:** Hawaii Annual Charity Filing Fee Now Due  
**Date:** Wednesday, March 01, 2017 6:30:05 AM

---

Aloha,

Your annual charity filing fee is due and available for payment. To submit payment, go to <http://ag.ehawaii.gov/charity>. Please note that payment must be made within 14 days of receiving this email. Failure to process payment within this time period may result in the assessment of late fees.

Charity:  
FEIN:

If you have any questions, you may contact the Tax & Charities Division at [ATG.Charities@hawaii.gov](mailto:ATG.Charities@hawaii.gov)

Mahalo,  
Hawaii Attorney General Tax & Charities Division

If the organization did not receive this courtesy email, it should check the status of the filing on the efile site and search the inbox for emails from [support@form990.org](mailto:support@form990.org) or [atg.charities@hawaii.gov](mailto:atg.charities@hawaii.gov).



# Hawaii Charities

Tax & Charities Division, Hawaii Attorney General

6769

Charitable Organizations  
registered with the State of Hawaii

- Home
- Search
- Pay Fees
- Submit
- Help

## Pay Annual Fees

Enter the FEIN and **Continue** to begin the annual payment process.

FEIN (Federal Employer Identification Number):

Example: 99-1234567

Follow the link in the courtesy email or go to <https://ag.ehawaii.gov/charity/fein.html> to pay the annual fee. Late fees of \$20 per day up to \$1000 per Annual Transmittal may be assessed if annual fees are not timely paid.

Save a copy of your receipt. The Attorney General's Office will not be able to provide you with one.

Tax & Charities Division, Department of the Attorney General  
425 Queen Street • Honolulu, HI 96813  
Phone: (808) 586-1480

Contact Feedback Subscriber Services Terms of Use

Copyright © 2014-2019

State of Hawai'i. All rights reserved.  
An Equal Opportunity Employer.

Powered by HIC