

# Hawaii Charity Annual Financial Report Guide



# 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.
- The annual financial report for organizations that file an IRS Form 990/990-EZ/990-PF are due to the Department within 10 business days of when the organization files its IRS Form 990/990-EZ/990-PF with the IRS. Unless otherwise instructed, **do not submit the annual financial report for the current fiscal year until the Form 990/990-EZ/990-PF has been filed with the IRS.**
- 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](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

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 Login ID.**

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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







Select the Organization you would like to work with:

Test (99-8888887)

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

### 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 either a single return (such as a Form 990 or 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:

 11-9002105



Organization Name

 Hawaii Tax & Charities

Tax Period Start Date

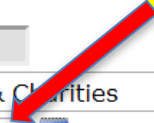
 01/01/2018 

Tax Period End Date

 12/31/2018 

Cancel Next >>

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



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: 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)

<< Back Cancel Next >

- Please select form
- Form 8868 - Extension
- Form 990
- Form 990-EZ
- Not filing a form with the IRS



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If the organization has **already filed** an a 990/990-EZ/990-N or other annual return with the IRS, select **“Not filing an IRS Form.”**

If the organization wants to electronically file a Form 990 or 990-EZ with the IRS **and** complete an Annual Transmittal at the same time, select either the Form 990 or 990-EZ.

**NOTE:** You **cannot** complete the Form 8868 – Extension **and** an Annual Transmittal 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 >>

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**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.**

**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

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**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.

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**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)

11-9002015

For the fiscal year beginning

01/01/2015

For the fiscal year ending

12/31/2015

1 Name of organization on file with the IRS

1 ? Hawaii Tax & Charities

2 Organization's mailing address

2

a Country

a ? United States ▾

b Address Line - 1

b ? 425 Queen Street

c Address Line - 2

c ?

d City

d ? Honolulu

e State

e ? Hawaii ▾

f Zip Code

f ? 96813

3 Organization's telephone number

3 ? 808-586-1480

4 Organization's email address

4 ? atg.charities@hawaii.gov

<< 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: 5

A Been enjoined or otherwise prohibited by a government agency/court from soliciting?  Yes  No

If yes, provide explanation and all relevant documents

B Had its registration denied or revoked?  Yes  No

C Been the subject of a proceeding regarding any solicitation or registration?  Yes  No

D Entered into a voluntary agreement of compliance with any government agency or in a case before a court or administrative agency?  Yes  No

6 Has tax exempt status ever been denied, revoked or modified?  Yes  No

<< Back Undo Changes Save Next >>

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.

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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 every 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).

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### 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.

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## 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.

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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

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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 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

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**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") 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

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**Financial Information**

<< Back Undo Changes Save Next >>

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

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.

Select "YES" if the organization has filed a Form 990, Form 990-EZ, or Form 990-PF.

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

<< Back Undo Changes Save Yes No >>

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

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

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**Financial Information**

<< Back Undo Changes Save Next >>

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

If you have completed the IRS Form 990 or Form 990-EZ, the following information (except for Fundraising Expenses) was copied from that filing. Otherwise, you need to enter the following financial information.

6	Total Revenue	6 ?	0
7	Program Service Expenses	7 ?	0
8	Fundraising Expenses	8 ?	0
9	Total Expenses	9 ?	0

<< Back Undo Changes Save Next >>

**Total Revenue:**  
Form 990: Part I, Line 12  
Form 990EZ: Part I, Line 9

**Program Service Expenses:**  
Form 990: Part IX, Line 25, Column B  
Form 990EZ: Part III, Line 32

**Fundraising Expenses:**  
Form 990: Part IX, Line 25, Column D

**Total Expenses:**  
Form 990: Part IX, Line 25, Column A  
Form 990EZ: Part I, Line 17

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### IRS Form 990 or Form 990-EZ Attachments

<< Back Save Next >>

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

### IRS Form 990, Form 990-EZ or Form 990-PF Attachments

You need to attach a PDF version of IRS Form 990, Form 990-EZ or Form 990-PF if you have filed one with the IRS. If you are required to file the Form 990, Form 990-EZ or Form 990-PF with the IRS, do not complete this form until you have the appropriate documents to attach.

**Important:** If your Form 990 or Form 990-EZ contains a Schedule B, you must provide it as a separate attachment. If the Schedule B is not a separate attachment, it will be accessible to the public in the Hawaii charity registry. You should upload the Form 990 or Form 990-EZ attachment and then upload the Schedule B attachment.

The Schedule B is open to public inspection for an organization that files Form 990-PF.

The following is a list of Form 990, Form 990-EZ or Form 990-PF documents being include with this fil  
You may change the description to identify the specific document uploaded.

Uploaded File	Attachment Description	
Form 990.pdf	Form 990	Remove
Schedule B.pdf	Schedule B	Remove

Upload at attachment  No file chosen or

<< Back Save Next >>

Amend the default Attachment Description to describe the upload.

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


Upload a PDF of the filed Form 990, Form 990EZ or Form 990PF and all attached Schedules (except Schedule B).

## 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 >>



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Current Web  
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Last modified

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.)

- Home
- Control Panel
- Status Page
- Verify Current Form
- Verify Filing
- Generate and View PDFs
- Hawaii State Information ▾

## What To Do Next

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

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 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 initiates the generation of new PDF reports and returns you to the Form 990 status page. From filing process.

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

<< Back

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.

javascript: doPostBack('ctl00\$ctl00\$M1C\$MainMenu\_469', '\\VerifyCurrentForm')

## 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 generate (or 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 [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 1024x768. Current Web Page: Common - PDFProcessing Copyright © 1999 - 2014 the NCCS/NASCO E-Filing Site. All rights reserved. Last modified: June 10, 2014.

This is what the PDF will look like and you may print and review it to make sure that all of the information is correct.

 <p>STATE OF HAWAII DEPARTMENT OF THE ATTORNEY GENERAL TAX &amp; CHARITIES DIVISION 425 QUEEN STREET HONOLULU, HAWAII 96813 808-586-1480</p> <p><b>ANNUAL CHARITY TRANSMITTAL FORM</b> <i>For filers required to file Form 990, 990-EZ or 990-T with the IRS</i></p> <p>Period Covered: 10/01/17 to 10/01/17 Tax Year: 2017 EIN: 11-9002015</p> <p>1. Organization Name: <u>tax</u></p> <p>2a. Organization's Address Line 1: <u>425 Queen St</u> 2b. Organization's Address Line 2: _____ 2c. Organization's City, State and/or Country &amp; Zip: <u>Honolulu, HI, 96813</u> 3. Organization's Phone Number: <u>808-686-8888</u> 4. Organization's Email Address: _____</p> <p>5. Have representatives or any of the officers, directors, employees or trustees: A. been required to disclose prohibited by agreement signed/insert from soliciting? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> B. filed the registration desired or avoided? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> C. been the subject of a proceeding regarding any solicitation or registration? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> D. entered into a voluntary agreement of compliance with any government agency or in a case before a court or administrative agency? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If "yes" to 5.A or 5.B or 5.C or 5.D, which registration: _____</p> <p>6. Has registration for exempt status ever been denied, avoided or modified? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which registration: _____</p> <p>7. Name, address and telephone number of person authorized to receive service of process (Registered Agent) (How do I contact her if you do not already agree, person or service at 73.1.1. Please do not/leave the organization or contact a law firm unless assigned the 73.1.1.1 in the agency website or person or service and providing mailing or paper address) Name: _____ Address: _____ City, State &amp; Zip: _____ Telephone: _____</p> <p>8. Did the organization become, form, or make any loan to, any officer, director, trustee, or key employee or does any such loan made in a prior year and still outstanding at the end of the tax year covered by the return? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, provide full written explanation and all relevant documents: Total outstanding loan amount at end of year: \$ _____</p> <p>HAWAII: ANNUAL CHARITY TRANSMITTAL FORM (For filers required to file Form 990, 990-EZ or 990-T with the IRS) Page 1</p>	<p>11-9002015</p> <p><b>ANNUAL CHARITY TRANSMITTAL FORM</b> <i>For filers required to file Form 990, 990-EZ or 990-T with the IRS</i></p> <p>18. Total Revenue: \$ <u>10,000</u> 19. Program Service Exp: \$ <u>10,000</u> 20. Fundraising Exp: \$ <u>10,000</u> 21. Total Expenses: \$ <u>10,000</u></p> <p>Submitted By: <u>Deputy Attorney General</u> Title: <u>Officer</u> Date Signed: <u>11/01/17</u> Email Address: <u>deputyatt@doag.hawaii.gov</u></p> <p>Attachments Description: <u>Form 990</u> Attached File Names: <u>11-9002015_2017_AnnualCharityTransmittal_990Form_1.pdf</u></p> <p>HAWAII: ANNUAL CHARITY TRANSMITTAL FORM (For filers required to file Form 990, 990-EZ or 990-T with the IRS) Page 2</p>
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Quick Jump ▾ State Filings ▾ Hawaii ▾ Transmittal ▾ What's Next Log Out

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**  
HI HITransmittal [Financial Information](#)

**Web Page**

[Financial Information](#)

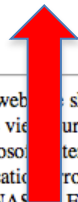
**Warning Messages**

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

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

Return

Questions or problems regarding this web site should be directed to [Tech Support](#).  
Concerned about your privacy? Please view our [privacy](#) policy.  
This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.  
Current Web Page: Common - Verification ErrorsCurrentForm  
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Last modified: June



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](#).

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Current Web Page: Common - VerificationErrors

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Last modified: June 3, 2019.

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

Identifying a registered agent is not mandatory to complete the Transmittal.

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>

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

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)

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

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

Thank You

**Check Filing Status**

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 their 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

<u>No.</u>	<u>Step</u>	<u>Status</u>	<u>Description</u>	<u>Delivery</u>	<u>Actions</u>
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.

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

If the Annual Transmittal needs to be amended, the organization will need to contact Tech Support to put the Annual Transmittal in "Edit Mode."

Questions or problems regarding this web site should be directed to [Tech Support](#).  
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**Authenticate (electronically sign) Filing - Step 1**

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.**

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

**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

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.**



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

### Authenticate (electronically sign) Filing - Step 3

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

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

This filing cannot be electronically filed until this is done.

#### **IMPORTANT NOTE**

You should receive the Authentication email within five minutes.

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

**Please close your browser now.**

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

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.

Questions or problems regarding this website? Please contact us at 1-800-829-5515. Concerned about your privacy? Please visit our privacy page. This website is best viewed with Microsoft Internet Explorer. Copyright © 1999 - 2014 the NCCS/NAS. Last modified: April 25, 2014.



Deputy Attorney,

The filing for the following organization is ready for authentication:

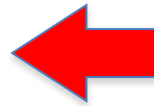
Organization Name: Test

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 subr

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

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

This is the final step in the authentication process.

---

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**Authentication Successful**

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

**This filing has been authenticated.**

**Thank you.**

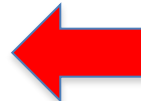
Your filing is now ready to transmit to HI.

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.**

Please see our [technical support page](#) if you have questions or problems using this website.  
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Last modified: June 3, 2019.

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 8478 to 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. Help us help you by providing your email address.
- 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 *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	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

✓ Continue

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

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