Basic Contacts for New Businesses in Hawaii
January 2013 Edition

- **General Business Requirements**
  
  **State Department of Commerce & Consumer Affairs**
  
  Business Action Center
  1130 North Nimitz Highway, Suite A-220
  Honolulu, Hawaii 96817
  Phone: (808) 586-2545
  www.getstartedhawaii.com

- **Worker's Compensation**
  
  **State Department of Labor and Industrial Relations**
  
  Disability Compensation Division
  830 Punchbowl Street
  Honolulu, Hawaii 96813
  Phone: (808) 586-9161
  www.hawaii.gov/labor

- **General Excise Tax License**
  
  One-time $20.00 licensing fee

  **State Department of Taxation**
  
  Taxpayer Services Branch
  830 Punchbowl Street
  Honolulu, Hawaii 96813
  Phone: (808) 587-4242
  www.hawaii.gov/tax

- **Temporary Disability Insurance**
  
  **State Department of Labor and Industrial Relations**
  
  Disability Compensation Division
  830 Punchbowl Street
  Honolulu, Hawaii 96813
  Phone: (808) 586-9188

- **Business Registration**
  
  (Only exception: sole proprietor not using a tradename)

  Filing fees are:
  Trade name/trademark/service mark **$50**
  General partnership **For 2013 $25**
  Limited partnership $15
  Domestic corporation $35
  Foreign corporation $50
  Limited liability company $50

  **Eff. 10/01/13: add $1 archive fee**

  **State Department of Commerce & Consumer Affairs**
  
  Business Registration Division
  King Kalakaua Building
  335 Merchant Street, Rm. 201
  Honolulu, Hawaii 96813
  Phone: (808) 586-2727
  www.hawaii.gov/dcca

- **Pre-paid Health Care**
  
  **State Department of Labor and Industrial Relations**
  
  Disability Compensation Division
  830 Punchbowl Street
  Honolulu, Hawaii 96813
  Phone: (808) 586-9188

- **Unemployment Insurance**
  
  For employers with one or more employees, working part-time or full-time.

  **State Department of Labor and Industrial Relations**
  
  Unemployment Insurance Division
  830 Punchbowl Street
  Honolulu, Hawaii 96813
  Phone: (808) 586-8914

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General Information for Employers

State Department of Labor and Industrial Relations
830 Punchbowl Street
Honolulu, Hawaii 96813
Phone: (808) 586-8914
www.hawaii.gov/labor

Professional and Vocational Licenses

State Department of Commerce and Consumer Affairs
Professional and Vocational Licensing Division
335 Merchant Street, Suite 301
Honolulu, Hawaii 96813
Phone: (808) 586-3000
www.hawaii.gov/dcca

Federal Tax Identification Number

Only exception: sole proprietor without employees

U.S. Department of Treasury
Internal Revenue Service
Philadelphia, PA 19255
Phone: 1 (800) 829-4933
www.irs.gov

Federal Employee Certification of Citizenship

Obtain Form I-9 From U.S. Immigration and Naturalization Service

U.S. Citizenship and Immigration Services
595 Ala Moana Boulevard
Honolulu, HI 96813
Phone: 1 (800) 357-2099
www.uscis.gov

Provided to you by:

Business Action Center
State of Hawaii Department of Commerce & Consumer Affairs
Business Registration Division

Maui BAC Office

Maui Mall -- 70 E. Kaahumanu Avenue, Unit B-9
Kahului, Hawaii 96732
Phone: (808) 873-8247

Monday thru Friday
7:45AM to 4:30PM

Oahu BAC Office

1130 North Nimitz Hwy., Suite A-220
Honolulu, Hawaii 96817
Ph: (808) 586-2545
Toll-free from Maui: 984-2400, ext. 6-2545#; and from Lana'i/Molokai: 1-800-468-4644, ext. 6-2545#

Monday thru Friday
7:45AM to 4:30PM

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