

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

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

Business Registration

(Only exception: sole proprietor not using a tradename)

Filing fees are:

Trade name/trademark/service mark	\$50
**For 2013	\$25
General partnership	\$15
Limited partnership	\$35
Domestic corporation	\$50
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

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

Temporary Disability Insurance

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

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

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**