



STATE OF HAWAII
 Department of Commerce & Consumer Affairs
 Business Registration Division
BUSINESS ACTION CENTER
www.cca.hawaii.gov/breg

ONE-STOP BUSINESS REGISTRATION ASSISTANCE

**DEPARTMENT OF COMMERCE & CONSUMER AFFAIRS
 BUSINESS REGISTRATION DIVISION (BREG)**

- Register a business name (required, except sole proprietors)
- Register a Trade Name, Trademark, or Service Mark
- Submit Annual Business Filings (required for all entities)
- Make changes to your business' registry information
- Learn how to stay in compliance with BREG
- Learn how to file online using Hawaii Business Express
<https://hbe.hawaii.gov>

DEPARTMENT OF TAXATION LICENSING

- Apply for a General Excise Tax license
- Apply for Transient Accommodations Tax, Retail Tobacco, and other tax licenses
- Make changes to your GET license account information or cancel your license
- Obtain information on how and where to file your GET returns
- Obtain forms and Hawaii state tax publications

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

- Obtain information on how to register as an employer in Hawaii
- Obtain information on insurance coverage requirements

U.S. INTERNAL REVENUE SERVICE

- Learn how to apply for a Federal Employer ID Number (FEIN)
www.irs.gov
- Obtain some of the most popular IRS federal tax publications

OTHER LICENSE & PERMIT INFORMATION

- Ask about other state and county agency licenses and permits
- Find out about additional business assistance resources available to business owners



The Business Action Center is a staff office of the State of Hawaii DCCA Business Registration Division

HILO BAC

HILO

25 Aupuni Street, Suite 1301
 Hilo, Hawaii 96720
 Phone: (808) 961-8947
 Fax: (808) 935-1205
 Hours: 9:30am to 2:15pm
 1st and 3rd Thursdays of the Month

2020 HILO DATES

January 2 - CLOSED
 January 16
 February 6
 February 20
 March 5
 March 19
 April 2
 April 16
 May 7
 May 21
 June 4
 June 18

*****Please call Oahu BAC to confirm schedule*****

OAHU

335 Merchant Street, Suite 201
 Honolulu, Hawaii 96813
 Phone: (808) 586-2545
 Fax: (808) 586-2733
 Email: bac@dcca.hawaii.gov
 Hours: 7:45am - 4:30pm
 Monday - Friday

From the Neighbor Islands,
 Dial extension 6-2545# after calling
 one of these toll-free numbers:
 Kauai County, call 274-3141
 Hawaii County, call 974-4000
 Maui County, call 984-2400
 Molokai/Lanai, call
 1-800-468-4644