



How to Start a Business in Hawaii Checklist

1. Form your business.

1.1. Review Hawaii formation options.

There are 10 main types of business entities in Hawaii. Choose the one that suits your business best.

1.2. Name your business.

After checking to see that your name does not exist, you can reserve your business name with the state.

1.3. Get an Employer Identification Number.

Apply for an Employer Identification Number with the IRS.

1.4. Register your business in Hawaii.

Sole proprietorships do not have to file with the state. All other business structures must file online via the Hawaii Business Express portal.

1.5. Obtain necessary permits and licenses.

Do a search on the Department of Commerce and Consumer Affairs website to see if your business requires any special licenses/permits. If you do, apply for them online.

2. Register your business for taxes.

2.1. Register with the Hawaii Department of Taxation.

This ensures that you can file your tax returns with the Department of Taxation.

2.2. Register for income withholding tax.

All businesses with employees need to register for income withholding tax.

2.3. Obtain a General Excise Tax (GET) license.

All businesses that conduct activities in the state need to obtain a GET license to operate.

2.4. Register for Unemployment Insurance (UI) tax.

All businesses with employees must pay unemployment insurance tax on each employee's wages.

3. Hire employees and report them to the state.

3.1. Report to the Hawaii Child Support Enforcement Agency.

Report all new and returning employees within 20 days of hiring.

3.2. Obtain Workers' Compensation Insurance.

Employers with one or more employees are required to carry workers' compensation insurance.

3.3. Display mandatory posters in your place of business.

By law, Hawaii businesses must prominently display the required labor law posters in the workplace.