

Workshop Registration Form

Complete a separate form for each registrant. Photocopies are acceptable.

I WILL ATTEND THE WORKSHOP ON:

- HILO – August 22, 2008..... Course No. 083M003
(Mail to Hawaii Community College)
- MAUI – August 26, 2008 Course No. 475S08
(Mail to Maui Community College)
- OAHU – August 27, 2008..... Course No. 082BMDT701A
(Mail to Kapiolani Community College)
- KAUAI – September 5, 2008..... Course No. 08F-TAX101
(Mail to Kauai Community College)
- KONA – September 8, 2008..... Course No. 083M002
(Mail to Hawaii Community College)

| | | | |
|-----------------------|--|----------|------|
| Name: Last | | First | M.I. |
| Company/Organization: | | | |
| Mailing Address: | | | |
| City/State/Zip Code: | | | |
| Phone No.: | | Fax No.: | |
| E-Mail Address: | | | |

CPE CREDIT: Yes No

PAYMENT:

- \$60 Regular Registration Fee _____ Extra Sets of Material @ \$15
- \$5 Late Registration Fee if fewer than two weeks before (Total of \$65)

PAYMENT OPTIONS:

- ① CHECK PAYABLE TO THE CAMPUS coordinating your workshop
- ② PURCHASE ORDER

Purchase Order No.:

PLEASE ATTACH PURCHASE ORDER FORM

- ③ CREDIT CARD PAYMENT

| | |
|--|-------------------------------------|
| <input type="checkbox"/> I hereby authorize University of Hawaii/Kapiolani/ Hawaii/Maui/Kauai Community College to charge my: | <input type="checkbox"/> VISA |
| | <input type="checkbox"/> MasterCard |
| Account No.: | Expiration Date: |
| Signature: | |

External Training & Outreach
State of Hawaii
Department of Taxation
P.O. Box 259
Honolulu, HI 96809-0259



State of Hawaii

Department of Taxation

Summer Workshops 2008

Half-day workshops at the following locations

Hawai'i

Hilo – Friday, August 22, 2008, 8:30AM -12:30 PM

Hawaii Community College — Manono Campus, Bldg 388 Room 101
1175 Manono Street
Hilo, HI 96720

Course No. 083M003

Maui – Tuesday, August 26, 2008, 8:30 AM-12:30 PM

Maui Beach Hotel – Elleair Rainbow Room
170 Kaahumanu Avenue
Kahului, HI 96732

Course No.475S08

Oahu – Wednesday, August 27, 2008, 8:30 AM-12:30 PM

Ala Moana Hotel— Hibiscus Ballroom
410 Atkinson Dr.
Honolulu, HI 96732

Course No.082BMDT701A

Kauai – Friday, September 5, 2008, 8:30 AM-12:30 PM

Kauai Community College—Fine Dining Room
3-1901 Kaumualii Highway
Lihue, HI 96766

Course No. 08F-TAX101

Hawai'i

Kona – Monday, September 8, 2008, 8:30 AM-12:30 PM

Royal Kona Resort – Discovery Room
75-5852 Alii Drive
Kailua-Kona, HI 96740

Course No. 083M002

SPECIAL ACCOMMODATIONS: If you require special accommodations (i.e., Sign Language interpreter, large print) please contact the community college coordinating the workshop at least one week prior to workshop.

Topics for This Summer Include:

- ☞ Tax Services and Processing Update
- ☞ Criminal Investigations
- ☞ Compliance Initiatives
- ☞ Enterprise Zones Partnership: DBEDT
- ☞ 2008 Tax Legislation Update
- ☞ General Excise and Transient Tax: Condotels
- ☞ Panel Discussion: Compliance in each District

Registration and Fees:

- The cost of the workshop is \$60 per person and includes:
 - Continental Breakfast
 - Workshop Materials
 - 4 Hours of CPE Credit
 - Parking
- Seating is limited, so register now!
- Complete and submit **Workshop Registration Form** with your payment or credit card payment authorization. Complete a separate registration form for each attendee. The form may be duplicated as needed.

To Order Materials Only:

- If you cannot attend the workshop, complete the **Workshop Materials Order Form** and submit the completed form with your payment of \$15 per set.
- To order additional sets with your registration, check box and show quantity on your registration form.
- Orders must be submitted by September 10, 2008

CPE Credit:

- Check the box on the registration form if you would like CPE credit. You also must sign in and attend the entire workshop to receive full CPE credit.

On the Day of the Workshop:

- Check-in for the workshop is from 8:00 AM to 8:30 AM.
- Parking is free at all venues, except Ala Moana Hotel, which is \$3.00 with validation.

Important Information:

- ▲ Check, Visa and MasterCard are accepted
- ▲ Fax & email registration forms are accepted for credit card payment only

MAIL REGISTRATION FORM WITH PAYMENT OR CREDIT CARD INFORMATION TO:

| HAWAII (Make checks for Hilo/Kona Workshops payable to Hawaii CC) | |
|--|---|
| Hawaii Community College Office of Continuing Education & Training 200 W. Kawili Street Hilo, HI 96720-4091 | Call for Inquiries: (808) 974-7531 Fax: (808) 974-7487 |
| MAUI (Make checks for Maui Workshop payable to Maui CC) | |
| Maui Community College Office of Continuing Education & Training—VITEC 310 Kaahumanu Avenue Kahului, HI 96732 | Call for Inquiries: (808) 984-3231 Fax: (808) 244-9632 |
| OAHU (Make checks for Oahu Workshop payable to Kapiolani CC) | |
| Kapiolani Community College Non-Credit Registration Office 4303 Diamondhead Road, Ilima 105C Honolulu, HI 96816 | Call for Inquiries: (808) 734-9211 Fax: (808) 734-9447 |
| KAUAI (Make checks for Kauai Workshop payable to University of Hawaii) | |
| Kauai Community College Office of Continuing Education & Training 3-1901 Kaunualii Highway Lihue, HI 96766 | Call for Inquiries: (808) 245-8318 Fax: (808) 245-8271 |

REGISTRATION DEADLINE:

Registration forms must be received by the community college Registration Offices two weeks before the workshop selected. *An additional \$5.00 fee will be charged if you register after the deadline.* Payment must accompany the registration form. Credit card numbers submitted with your registration will be processed upon receipt. Registrations will not be processed without payment.

REFUNDS AND SUBSTITUTIONS:

Requests for refunds must be received by the community college Registration Offices two weeks before the workshop. We are sorry that no refunds will be made thereafter. Refunds will be mailed. Please allow 3 to 5 weeks for processing. Registrations are transferable; another person may take your place if you cannot attend.

PURCHASE ORDERS:

Hawaii State Government and federal government purchase orders will be accepted for workshop registration and must accompany the registration form. Participants registering by purchase order will be billed if they fail to attend, unless they withdraw two weeks before the workshop.

Workshop Materials ONLY Order Form

- ▲ If you are NOT attending the workshop but ONLY wish to order the workshop materials, complete the appropriate information below.
- ▲ Orders must be submitted by September 10, 2008.
- ▲ Fax material order forms are accepted for credit card payment only.

| | | |
|-----------------------|----------|------|
| Name: Last | First | M.I. |
| Company/Organization: | | |
| Mailing Address: | | |
| City/State/Zip Code: | | |
| Phone No.: | Fax No.: | |
| E-Mail Address: | | |

| | |
|---|---|
| No. 082BMDT701B | ▲ Make checks payable to Kapiolani Community College. ▲ Use credit card authorization elsewhere on form. |
| Workshop Material Quantity: _____ Price x \$15.00 | Kapiolani Community College Non-Credit Registration Office 4303 Diamondhead Road, Ilima 105C Honolulu, HI 96816 |
| Total Due: \$_____ | ▲ Fax/Mail order form with check or credit card payment by September 10, 2008 |

For more information, please contact
State of Hawaii Department of Taxation
External Training & Outreach Office at:

Telephone: (808) 587-1786

E-mail: tax.training.outreach@hawaii.gov
 Please contact us if you wish to be removed from our mailing list

