

## Workshop Registration Form

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

### I WILL ATTEND THE WORKSHOP ON:

- KAUAI – November 23, 2009 . . . . . Course No. 09F-TAX102  
(Mail to Kauai Community College)
- MAUI – November 30, 2009. . . . . Course No. 430F09  
(Mail to Maui Community College)
- OAHU – December 1, 2009 . . . . . Course No. 093BMDT701A  
(Mail to Kapiolani Community College)
- KONA – December 7, 2009 . . . . . Course No. 094M100  
(Mail to Hawaii Community College)
- HILO – December 8, 2009 . . . . . Course No. 094M101  
(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:

- \$80 Regular Registration Fee  \_\_\_ Extra Sets of Material @ \$25
- \$5 Late Registration Fee if fewer than two weeks before (Total of \$85)

### PAYMENT OPTIONS:

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

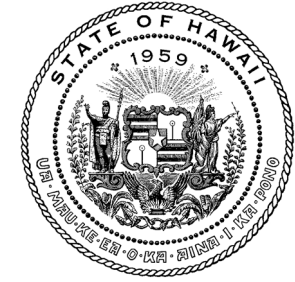
Purchase Order No.:
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PLEASE ATTACH PURCHASE ORDER FORM

### 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:		

Director's Office  
State of Hawaii  
Department of Taxation  
P.O. Box 259  
Honolulu, HI 96809-0259



# State of Hawaii

## Department of Taxation

### Year End Workshop 2009

**K**auai – Monday, November 23, 2009, 8:30 AM-12:30 PM  
Kauai Community College – OCET - Multipurpose Room  
3-1901 Kaunualii Highway  
Lihue, HI 96766  
Course No. 09F-TAX102

**M**auai – Monday, November 30, 2009, 8:30 AM-12:30 PM  
Maui Beach Hotel – Elleair Rainbow Room  
170 Kaahumanu Avenue  
Kahului, HI 96732  
Course No. 430F09

**O**ahu – Tuesday, December 1, 2009, 8:30 AM-12:30 PM  
Ala Moana Hotel - Hibiscus Ballroom  
410 Atkinson Drive  
Honolulu, Hawaii 96814  
Course No. 093BMDT701A

**H**awai'i  
Kona – Monday, December 7, 2009, 8:30 AM-12:30 PM  
Royal Kona Resort – Discovery Room  
75-5852 Alii Drive  
Kailua-Kona, HI 96740  
Course No. 094M100

Hilo – Tuesday, December 8, 2009, 8:30 AM -12:30 PM  
Hilo Hawaiian Hotel - Moku'ola 1  
71 Banyan Drive  
Hilo, HI 96720  
Course No. 094M101

★ 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.

## Registration and Fees:

- ☞ The cost of the workshop is \$80 per person and includes:
  - Continental Breakfast
  - Workshop Materials
  - 2009 Tax Information CD
  - 4 Hours of CPE Credit
- ☞ 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 \$25 per set.
- ☞ To order additional sets with your registration, check box and show quantity on your registration form.

## 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.

### HILO LOCATION:

**Hilo Hawaiian Hotel**  
Moku'ola 1  
71 Banyan Drive  
Hilo, HI 96720

### OAHU LOCATION:

**Ala Moana Hotel**  
Hibiscus Ballroom  
410 Atkinson Drive  
Honolulu, HI 96814

## 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:

KAUAI (Make checks for Kauai Workshop payable to University of Hawaii)	
<b>Kauai Community College</b> Office of Continuing Education & Training 3-1901 Kaumualii Highway Lihue, HI 96766	Call for Inquiries: (808) 245-8318 Fax: (808) 245-8271
HAWAII (Make checks for Hilo/Kona Workshops payable to Hawaii CC)	
<b>Hawaii Community College</b> Office of Continuing Education & Training 200 W. Kawili Street Hilo, HI 96720-4091	Call for Inquiries: (808) 974-7531 Fax: (808) 974-7487
OAHU (Make checks for Oahu Workshop payable to Kapiolani CC)	
<b>Kapiolani Community College</b> Registration Office, Continuing Education & Training 4303 Diamond Head Road, Ilima 106 Honolulu, HI 96816	Call for Inquiries: (808) 734-9211 Fax: (808) 734-9447
MAUI (Make checks for Maui Workshop payable to Maui CC)	
<b>Maui Community College</b> Office of Continuing Education & Training—VITEC 310 Kaahumanu Avenue Kahului, HI 96732	Call for Inquiries: (808) 984-3231 Fax: (808) 244-9632

### 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.

## Workshop Materials ONLY Order Form

- ▲ If you are NOT attending the workshop but ONLY want to order the workshop materials, complete the appropriate information below.
- ▲ Orders must be submitted by December 31, 2009.
- ▲ 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. 093BMDT701B	▲ Make checks payable to Kapiolani Community College. ▲ Use credit card authorization elsewhere on form.
Workshop Material Quantity: _____ Price x \$25.00	<b>Kapiolani Community College</b> Registration Office, Continuing Education & Training 4303 Diamond Head Road, Ilima 106 Honolulu, HI 96816
Total Due: \$_____	▲ Fax/Mail order form with check or credit card payment by December 31, 2009

## REMEMBER—

**YEAR END HILO WORKSHOP IS AT  
Hilo Hawaiian Hotel**

**YEAR END OAHU WORKSHOP IS AT  
Ala Moana Hotel**

For more information, please contact

**State of Hawaii Department of Taxation  
Director's Office at:**

Telephone: (808) 587-1540  
E-mail: [tax.directors.office@hawaii.gov](mailto:tax.directors.office@hawaii.gov)



Please contact us if you wish to be removed from our mailing list.