LIQUOR COMMISSION
KOMIKINA KĀKA'AHI WAI 'ONA
CITY AND COUNTY OF HONOLULU
711 KAPI'OLANI BOULEVARD, SUITE 600, HONOLULU, HAWAI'I 96813-5249

July 26, 2023

FINAL REMINDER

FY23 Gross Liquor Sales Report and Payment due Monday, July 31, 2023

Late or non-filed reports will be a violation and subject to penalties under the Rules of the Liquor Commission, §3-81-17.54(c).

Aloha Licensees:

Thank you to all licensees who have already submitted a GLS Report through the Liquor Commission Information System (LCIS).

IMPORTANT REMINDERS:

- The deadline to file your FY2023 GLS Report, and pay any applicable additional license fee, is **11:59 p.m., Monday, July 31, 2023.**
    - If you file your report on July 31 and make payment of August 1, your report will be considered late.
- GLS assistance is available:
    - Call 808-768-7343
    - Email liq-auditing@honolulu.gov
    - Last GLS virtual training class available on July 28. To register, please visit our GLS webpage at www.honolulu.gov/liq/gls.html.

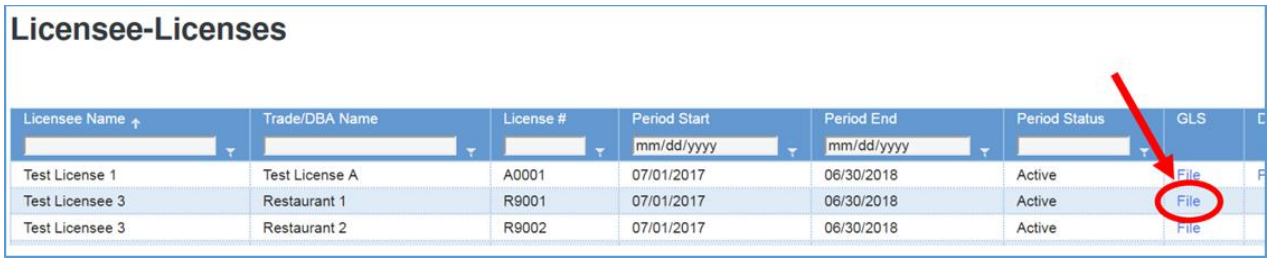
FREQUENTLY ASKED QUESTIONS:

1) Where do I find the fillable form?

   Fillable forms are no longer available. Please submit your report using LCIS.

2) Where do I find my GLS report after I log on to LCIS?

   Double click the 'File' link.



3) What do I do if I forgot my LCIS username?

Request your username by emailing LCIS@honolulu.gov; include your name, phone & email. If you forgot your Password, click "Forgot Your Password?" and follow instructions.

4) Why do I see a blank screen after I log on to LCIS?

It is likely your Authorized Agent Status expired, it must be renewed each year. Complete the Notification of Authorized Agent form, & email it to LCIS@honolulu.gov. Your access will be updated within 1 business day.

Mahalo!

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