

**LIQUOR COMMISSION**  
**CITY AND COUNTY OF HONOLULU**  
711 KAPIOLANI BOULEVARD, SUITE 600, HONOLULU, HAWAII 96813-5249  
PHONE (808) 768-7300 • FAX (808) 768-7311  
INTERNET ADDRESS: [www.honolulu.gov/liq](http://www.honolulu.gov/liq) • E-MAIL: [liquor@honolulu.gov](mailto:liquor@honolulu.gov)



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MAYOR

MICHAEL S. YAMAGUCHI  
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CO-VICE CHAIR

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COMMISSIONER

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COMMISSIONER

FRANKLIN DON PACARRO, JR.  
ADMINISTRATOR

ANNA C. HIRAI  
ASSISTANT ADMINISTRATOR

**Circular No. 2**

JUNE 10, 2015

TO: ALL LIQUOR LICENSEES  
FROM: FRANKLIN DON PACARRO, JR. - ADMINISTRATOR  
SUBJECT: GROSS LIQUOR SALES (GLS) REPORT – FISCAL YEAR 2015  
(July 1, 2014 to June 30, 2015), DUE BY JULY 31, 2015

**ANNUAL REPORT OF GROSS LIQUOR SALES (GLS)**

Enclosed is a "Declaration of Gross Liquor Sales" (GLS) report form for the reporting of gross liquor sales for the license year **FY15** (July 1, 2014 to June 30, 2015). The GLS deductible for FY15 is **\$55,000**.

Please file online or complete and return the GLS report form, along with any additional license fee payment, to the Honolulu Liquor Commission (HLC) office. The completed report and payment must be filed with the HLC, or mailed and postmarked no later than **Friday, July 31, 2015**.

City & County of Honolulu  
Attn: GLS Processing  
Liquor Commission  
711 Kapiolani Boulevard, Suite 600  
Honolulu, Hawaii 96813

Acceptable forms of payment:

- Corporate Check, Cashier's Check, or Money Order, payable to "City & County of Honolulu"
- Cash (over-the-counter only)
- Credit Cards (online filing or over-the-counter)

The GLS report form must be signed by an owner, officer, or member. A form signed by an Agent must include a Letter of Authorization signed by the Licensee, or a completed Notification of Authorized Agent Form (LIQ-LIC-106) located on our website: [http://www.honolulu.gov/liq/formsdocuments.html#license\\_permit\\_forms](http://www.honolulu.gov/liq/formsdocuments.html#license_permit_forms), unless an authorization was previously filed with the HLC and is less than a year old.

**TO FILE ONLINE (July 1, 2015 to July 31, 2015)**

The FY15 GLS report can be filed online using your login and password provided above. [NOTE: if you changed your password, or previously filed your GLS online, your password is considered confidential and is not provided]. The online GLS report and instructions for online filing may be accessed at <http://www.honolulu.gov/liq/gls.html>.

***THE DEADLINE TO FILE YOUR GLS REPORT IS (must be post-marked by) MIDNIGHT, Friday, July 31, 2015. LATE OR NON-FILED REPORTS WILL BE A VIOLATION AND SUBJECT TO PENALTIES AS PRESCRIBED BY THE HLC.***

If there are any questions regarding GLS report filing or the online procedures, please call our HLC Audit Staff: Daniel Arakaki - (808) 768-7320; Akiko Reyes - (808) 768-7360; Seng Vongphila - (808) 768-7321, or e-mail [liq-auditing@honolulu.gov](mailto:liq-auditing@honolulu.gov).