



FY20 ANNUAL GLS REPORT

FILING PROCESS & HELPFUL HINTS

PREPARE TO FILE

PREPARE to use our Liquor Commission Information System (LCIS) to file your online GLS Report.

- Visit our website
- Complete the form: *Request for LCIS User Access*
- E-mail the form to: LCIS@honolulu.gov
- Receive a temporary password to access your online account

Visit our webpage beginning 7/1/2020 to access GLS forms and instructions.

GATHER DOCUMENTS

GATHER all required documents including:

- The ending liquor inventory balance, as of 6/30/19*
- Sales and purchase documents from 7/1/19 - 6/30/20
- A physical ending liquor inventory count, as of 6/30/20

* You may e-mail us if you need assistance obtaining this number.

ATTEND A WEBINAR

ATTEND one of two virtual webinars to learn how to:

- File an accurate GLS Report
- File an online GLS Report using LCIS

WEBINAR DATES

Friday, July 17

Friday, July 24

Visit our webpage beginning 7/1/20 for instructions.

SUBMIT REPORT

SUBMIT your GLS REPORT by:

July 31, 2020

Choose how you want to submit your Report:

ONLINE *preferred method*

- File an online GLS Report using LCIS
- Pay by credit card; (2.35% service fee waived if paid by Friday, 10/30/20)

U.S. MAIL

- Mail your Report to our office, post-marked by Friday, 7/31/20
- The GLS Report must be signed by an authorized individual
- Pay by business check, payable to "City & County of Honolulu"

HAND DELIVERED

- Walk-in submissions are by appointment only.

Contact Information:

Webpage: www.honolulu.gov/liq/gls.html

GLS Info Line: (808) 768-7343

Email: liq-auditing@honolulu.gov

We understand that you may be dealing with financial uncertainty and the impact it has on your business. To help, we extended the GLS Payment deadline for this year to **Friday, October 30, 2020**.

(Note: your GLS Report is still due on July 31, 2020.)

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