

**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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FRANKLIN DON PACARRO, JR.  
ADMINISTRATOR

ANNA C. HIRAI  
ASSISTANT ADMINISTRATOR

June 15, 2020

**MEMORANDUM**

TO: ALL LIQUOR LICENSEES

FROM:   
FRANKLIN DON PACARRO, JR., ADMINISTRATOR

SUBJECT: ANNUAL GROSS LIQUOR SALES REPORT FOR FISCAL YEAR 2020

To report your annual Gross Liquor Sales (GLS) for Fiscal Year 2020 (sales period from July 1, 2019 to June 30, 2020), please complete the "Declaration of Gross Liquor Sales" form. There are three ways to submit your report:

- 1) Online using LCIS (preferred method) – due by Friday, July 31, 2020, 11:59 p.m.
- 2) U.S. mail – mailed and postmarked by Friday, July 31, 2020
- 3) Hand delivered – due by Friday, July 31, 2020, 4:30 p.m.

[If you want to hand deliver your GLS Report or pay by cash, you are required to make an appointment. Please call us at (808) 768-7343 to schedule.]

The amount that you can deduct from your reported FY2020 sales amount is **\$150,000**.

Beginning Wednesday, July 1, 2020, your 2020 GLS Report may be filed either online using LCIS, or by completing the appropriate form available on our website at: <http://www.honolulu.gov/liq/gls.html>.

Important reminders:

- Do NOT fax or email your GLS Report
- The **GLS Report** deadline is **Friday, July 31, 2020**
- The **GLS Payment** deadline, for this year only, is extended to **Friday, October 30, 2020**, if you owe any additional license fees
- The 2.35% credit card service fee is waived if payment is made by October 30, 2020
- LATE OR NON-FILED REPORTS MAY BE A VIOLATION AND SUBJECT TO PENALTIES AS PRESCRIBED BY THE HLC (ref. §3-81-17.54(c))

Thank you for your understanding as we work through our challenges together. If you have any questions, please e-mail [liq-auditing@honolulu.gov](mailto:liq-auditing@honolulu.gov) or call our GLS Information Line at (808) 768-7343.