



**LIQUOR COMMISSION
CITY AND COUNTY OF HONOLULU**

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Aloha Licensees,

We are continuing our weekly e-blasts to keep you informed of what's coming up at the Honolulu Liquor Commission (HLC). We hope you find the information helpful!

Last week we discussed the FY21 Liquor License Renewal Application Packet, and the steps to take to PREPARE-GATHER-SUBMIT. This week, we want to share with you:

- 1) Important dates to remember;
- 2) Obtaining a pre-tax clearance for your license renewal; and
- 3) Using LCIS to renew your license online.

As we are still working under the [Mayor's Emergency Order 2020-02](#) to protect all members of the City, especially those most vulnerable to the virus, and to practice social distancing, we highly recommend using the LCIS online system to renew your license.

Important Dates to Remember:

05/04/2020: License Renewal Application Packets to be mailed to all licensees

06/19/2020: Complete renewal application packets received **BY 06/19/20** (online, by mail, or in person): Your license will be mailed to your mailing address on file within two business days of receiving your packet.

Complete renewal application packets received **AFTER 06/19/20** (online or by mail): You must pick-up your license from our office (allow for two business days before picking up the license).

Complete renewal application packets received **AFTER 06/19/20** (in person drop off): We will try our best to issue your license while you wait. At this time, we are still practicing social distancing requirements, so the number of people allowed to be in the lobby is limited. You may be asked to return on another day to pick up your license.

06/26/2020: **Complete License Renewal Application Packet due.** After this date, we cannot guarantee your renewed license will be issued while you wait. You may be asked to return on another day to pick up your license.

- 06/30/2020:** Current FY20 Liquor License expires
- 07/01/2020:** New FY21 Liquor License must be posted to continue to serve liquor
Gross Liquor Sales **(GLS) Report** for FY20 – first day to file
- 07/31/2020:** Gross Liquor Sales **(GLS) Report** for FY20 – last day to file
Deadline for GLS Payment extended to 10/30/20 (due to COVID-19)
- 10/30/2020:** **GLS Payment** due, if applicable

Obtaining a Pre-Tax Clearance for your License Renewal:

It is a requirement to get your State Pre-Tax Clearance as part of your license renewal application packet. This form is issued by the State of Hawaii's Department of Taxation (DOTAX), and their website is at: HITAX.HAWAII.GOV

If your business is in good standing with DOTAX, you should be receiving your Pre-Tax Clearance by mail from DOTAX. If your business does not receive your Pre-Tax Clearance, you must obtain it by one of the following methods:

- 1) Request online at HITAX.HAWAII.GOV and print out.
- 2) Provide us with an original or certified DOTAX A-6 Form.
Link to the A-6 Form: http://files.hawaii.gov/tax/forms/2019/a6_i.pdf
Address: 830 Punchbowl Street, Phone: (808)587-4242
(Hours of operation may be limited to COVID-19)
- 3) Register in advance with Hawaii Compliance Express (HCE) at:
<https://vendors.ehawaii.gov/hce/splash/welcome.html>

Response time is usually within 2-3 weeks by email, but it may be longer due to COVID-19. If approved, you may obtain and print your State Tax Clearance and your Certificate of Good Standing (COGS) on a single "Compliant" page.

Note: It is no longer required to obtain an IRS/Federal Tax Clearance..

Using LCIS to Renew Your License:

Some people do their best work at night, while others are ready to go at sunrise. Whichever best fits your work style, our Liquor Commission Information System (LCIS) is here for you 24/7. Use LCIS to save time (no more standing in line!) and money (no postage fee; no 2.35% credit card service fee this year). This is the second year that we've had the capability to renew licenses online. We highly recommend that you use LCIS to renew your license, submit your FY20 Gross Liquor Sales Report, and view your licensee information on file.

Before you can access LCIS, you must be REGISTERED. To do so, simply:

- 1) Complete the [“Request for LCIS User Access” form](#) (for Licensees) or the [Notification of Authorized Agent Form](#) (for Agents)
- 2) Print, sign, and email the completed form to LCIS@honolulu.gov
- 3) Once we’ve confirmed your information, we will email you a temporary password to access your account.
- 4) You may start your LCIS online license renewal starting the week of May 4, 2020.

Thank you and be safe!

~ **Honolulu Liquor Commission**

Visit our website for updates: www.honolulu.gov/liq