

DEPARTMENT OF LIQUOR CONTROL • COUNTY OF MAUI

110 'Ala'ihī Street, Room 212, Kahului, Hawai'i 96732 • Phone: (808) 243-7063

Website: <http://www.mauicounty.gov/liquor>

Direct Shipment of Wine by Wineries Permit Application Checklist

TO PERMIT APPLICANT: The Department will not accept any application that is not neat, legible, or complete. All of the fields under the Winery Information section must be filled. A valid authorized Trade Name / DBA shall be entered in the appropriate field and it should not be left blank nor state N/A.

All information submitted to the Department shall be true and accurate and shall not contain any false or misleading information. Applicant shall provide any documentation requested by the Department to verify information submitted on any application, form, or document.

APPLICATION: For any assistance, please contact the Licensing Section prior to submittal.

FILING APPLICATION: Applications for direct shipment of wine by wineries permits start November 1st for the upcoming calendar year. A new permit application must be submitted each calendar year as permits are NOT renewable. The permit number issued is solely valid for the listed individual calendar year and covers wine shipments made to residents of the County of Maui (islands of Maui, Moloka'i, and Lāna'i).

Only complete applications will be processed. Any application not meeting the below criteria will be immediately returned/rejected.

ITEMS REQUIRED FOR FILING OF APPLICATION	FORM NUMBER
<input type="checkbox"/> Application for direct shipment of wine by wineries permit	DLC-019
<input type="checkbox"/> Copy of State of Hawai'i Department of Taxation General Excise Tax License	
<input type="checkbox"/> Copy of the Class 1 or Class 16 license to manufacture wine, or the license to manufacture wine issued by another state	
<input type="checkbox"/> Copy of the Basic Permit issued by U.S. Alcohol and Tobacco Tax and Trade Bureau	
<input type="checkbox"/> Letter of Authorization (if using third-party representation)	
<input type="checkbox"/> Payment of \$48.00 Permit Fee Check or Money Order payable to: Department of Liquor Control	

CRITERIA FOR REQUIRED DOCUMENTS
<input type="checkbox"/> Application form includes the original "wet" signature of the Authorized Agent. The Department does not accept electronic signatures or copies.
<input type="checkbox"/> Official valid government issued documents only. The Department does not accept website printouts, i.e. active tax license, license renewal documents, etc.
<input type="checkbox"/> Licensee name is the same name across all government issued documents.
<input type="checkbox"/> Trade Name / DBA is the same name across all government issued documents and listed as an authorized name on the TTB Basic Permit.

CRITERIA FOR REQUIRED DOCUMENTS cont.

- TTB Basic Permit should include any/all amendments and attachments.
- The Home State Wine Manufacturer's License must be active in the calendar year for which you are applying.
- Utilize the current valid application form prescribed by the Liquor Commission, County of Maui.
- Letter of Authorization, for 3rd party representation, must state the individual compliance agent(s)/representative(s) as we do not accept blanket statements of authorization, i.e. "...hereby appoints/authorizes ABC Co. and any other employees, agents or assigns..."

Third-party representation includes any and all companies/individuals outside of the winery who wishes to act on their behalf when, including but not limited to, submitting the application, corresponding with the Department, etc.
- Any check/money order made payable to "HI Dept. of Liquor Control," "Hawaii Dept. of Liquor Control," or other variation **will be returned**. Hawai'i island is a separate island/county with its own Liquor Control Department. If you need to distinguish between various licenses/permits for accounting purposes, please make the payment out to either "Department of Liquor Control – Maui" or "Maui County - Department of Liquor Control."

Update all payroll records to reflect the current address if it is being included on the check/money order.

ADDITIONAL ITEM REQUIRED FOR APPROVAL OF PERMIT

- Report the total amount of wine shipped to persons within the County of Maui **no later than January 31st of each year**.

Failure to supply the required report may result in the revocation of an active permit and/or the denial of a new permit for either the current or following calendar year.

ANNUAL REPORT REQUIREMENTS

- Header
 1. Winery Name
 2. Winery Location Address
 3. County of Maui Permit No. (Needs to correspond to the appropriate calendar year)
 4. Contact Person and Information (tel., email, fax, etc...)
- Details
 1. Name, address, and birth date of purchaser
 2. Name and address of receiver
 3. Product name, quantity (bottles/liters), and value
 4. Date of shipment