



## Instructions for Completing

### LIQ-163 SPIRIT AUTHORIZED REPRESENTATIVE CERTIFICATE OF APPROVAL HOLDERS SUMMARY SALES REPORT

This report must be completed by all Spirit Authorized Representative Certificate of Approval Holders each month and postmarked on or before the 20th of the following month. When the 20th falls on a Saturday, Sunday, or a legal holiday, the filing must be postmarked by the U.S. Postal Service no later than the next postal business day. A report must be filed EVERY MONTH, including months when there is no activity. Report all shipments in the month shipped regardless of invoice date.

Reports may be e-mailed to: beerwinetaxes@liq.wa.gov **OR**  
 Mail the original report to: WSLCB, PO BOX 43085, Olympia, WA 98504-3085

Licensee Number: Enter your Washington State Liquor Control Board (WSLCB) 6 digit licensee number.  
 Licensee Name: Trade Name per license number entered.  
 Location Address: Location address per license number entered.  
 City, State, Zip: City, State and Zip Code per license number entered.

MONTH: Enter report month (month when the *spirits* were shipped into WA).  
 YEAR: Enter report year.

**Correction report** (check box): Include changes only (additions or subtractions) that need to be made to the original report.

**NOTE:** DO NOT DUPLICATE REPORTING OF THE REPRESENTED PRODUCT ON ANY OTHER FORMS; example Form LIQ-162  
 NO DIRECT SHIPMENTS TO A WASHINGTON CONSUMER OR RETAILER ARE ALLOWED WITH THIS PRIVILEGE

**Please complete the numbered fields as follows: (round to two decimal places)**

<i>SHIPMENTS</i>	
(1)	Enter the 6-digit WSLCB license number of receiving distributor or importer in Washington State. <b>Licensee Lists and Forms may be found on the website at:</b> <a href="http://www.liq.wa.gov/records/frequently-requested-lists">http://www.liq.wa.gov/records/frequently-requested-lists</a>
(2)	Enter the trade name of receiving <i>spirit</i> distributor or <i>spirit</i> importer in Washington State.
(3)	Enter the city location of the distributor / importer.
(4)	For product shipped to the distributor or importer enter: <ul style="list-style-type: none"> <li>• D or Domestic for <i>spirits</i> produced in the United States</li> <li>• F or Foreign for <i>spirits</i> produced outside of the country</li> <li>• Use ONE line per distributor or importer for Domestic product shipped</li> <li>• Use ONE line per distributor or importer for Foreign product shipped</li> </ul>
(5)	Enter the total <i>spirit</i> liters shipped.
(6)	Enter total <i>spirit liters</i> from all other pages if multiple pages are needed.
(7)	Enter total <i>spirit liters</i> from this page plus total from line 6.

### Certified True and Correct Under Penalty of Perjury

Signature of person completing the form.
Entered printed name of person who completed the form.
Enter the date that form is completed.
Enter the telephone number of person who completed the form.
Enter the e-mail address of person who completed the form.