THE PROMENADE AT DENVER WEST
PUBLIC IMPROVEMENT FEE
I N F O R M A T I O N

GENERAL INFORMATION

The PIF collected at The Promenade at Denver West is used to finance the public improvements surrounding The Promenade at Denver West. Some of the public improvements at The Promenade at Denver West are public roads and regional storm management and sanitary sewer systems. The City of Lakewood is collecting the PIF on behalf of Elk Valley Public Improvement Corporation and its Escrow Agent, US Bank.

The Public Improvement Fee (PIF) at The Promenade at Denver West is 1.4% on all sales transactions. A list of all exempt sales transactions is on page two. The PIF is specifically a fee and NOT a tax; therefore, it becomes a part of the overall cost of the sale/service and is subject to sales tax.

LICENSING

All businesses operating in Lakewood must apply for a sales or use tax license. Even businesses that do not "sell" anything must obtain a City Use Tax License. The licensing process ensures that the City has current emergency notification information and that the area is properly zoned for your business activity. You will not need a separate application for a PIF License; the merchant information from the Sales Tax License will be used to establish your PIF account.

ASSISTANCE

The City of Lakewood, on behalf of Elk Valley Public Improvement Corporation, offers seminars, workshops and direct assistance to help you understand the PIF at The Promenade at Denver West. To schedule an appointment, please call 303-987-7609. The Finance Department at the Lakewood Civic Center South Building is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

If you have technical questions about PIF requirements, there is a representative available to visit your business and answer any questions you may have.

I M P O R T A N T
TELEPHONE NUMBERS

CITY OF LAKEWOOD

Public Improvement Fee Contacts:
- Telephone 303-987-7609
- E-mail .....pifsection@lakewood.org
- Fax 303-987-7662

Sales Tax 303-987-7630

Liquor Licensing 303-987-7084

Police
- Non-Emergency.....303-987-7111
- Emergency..... 911

ELK VALLEY PUBLIC IMPROVEMENT CORP.

Telephone 303-271-1784
Fax 303-279-6541

OTHER NUMBERS

Colorado Dept. of Revenue..... 303-238-7378
Secretary of State 303-894-2200

ELK VALLEY PUBLIC IMPROVEMENT CORPORATION

PIF Schedule

PIF Schedule & Payment Instructions

Line 1: **Gross Sales and Services:** Report all sales made during the reporting period**.**

Line 2: **Less Sales/Services not Subject to the PIF:** Deduct only those sales allowed, please refer to the Exempt Sales list. **(Retain you records for at least three years from the reporting period)**

Line 3: **Net Sales Subject to PIF:** To calculate sales subject to PIF, subtract Line 2 from Line 1.

Line 4: **Public Improvement Fee Due:** To calculate the PIF due, multiply Line 3 by 1.4%**.**

Line 5: **Excess PIF Collected:** Any excess PIF collected must be reported on Line 5 and remitted**.**

Line 6: **Total PIF Due:** To calculate the total PIF due, add Lines 4 and 5.

Line 7: **Adjustments For Prior Period:** Add or deduct any under or over payment from previous periods.

Line 8: **Total PIF Due and Payable:** To calculate total PIF due add Lines 6 and 7.

Please make check or money order payable to: **US Bank, Escrow Agent**

Send Payment to: **Elk Valley Public Improvement Corporation**
c/o City of Lakewood
P.O. Box 280989
Lakewood, CO 80228-0989

REPORTING PERIOD | DUE DATE | PDW PIF ACCT

Elk Valley Public Improvement Corporation
Public Improvement Fee Schedule
C/O CITY OF LAKEWOOD REVENUE DIVISION
P.O. BOX 280989
LAKEWOOD, CO 80228-0989
303.987.7609

TENANT'S NAME AND ADDRESS

THE PROMENADE AT DENVER WEST

COMPUTATION OF PIF

1.	GROSS SALES AND SERVICE		
2.	LESS SALES/SERVICES NOT SUBJECT TO THE PUBLIC IMPROVEMENT FEE (RETAIN YOUR RECORDS FOR THREE YEARS)		
3.	NET SALES SUBJECT TO PUBLIC IMPROVEMENT FEE (LINE 1 MINUS LINE 2)		
4.	PUBLIC IMPROVEMENT FEE DUE (1.4% OF LINE 3)		
5.	EXCESS PUBLIC IMPROVEMENT FEE COLLECTED		
6.	TOTAL PUBLIC IMPROVEMENT FEE DUE (ADD LINES 4 AND 5)		
7.	ADJUSTMENTS FOR PRIOR PERIOD	ADD (ADDITIONAL AMOUNT DUE)	
		DEDUCT (CREDIT DUE TO MERCHANT)	
8.	TOTAL PUBLIC IMPROVEMENT FEE DUE AND PAYABLE	MAKE CHECK OR MONEY ORDER PAYABLE TO: US BANK, ESCROW AGENT	

INDICATE ANY OWNERSHIP AND/OR ADDRESS CHANGES BELOW

☐ BUSINESS ADDRESS ☐ MAILING ADDRESS

☐ CLOSED BUSINESS ON ____/____/____

I HEREBY CERTIFY THAT THE STATEMENT MADE HEREIN IS TO THE BEST OF MY KNOWLEDGE TRUE AND CORRECT AND CONFORMS TO TERMS ON MY LEASE

BY _____

PRINT NAME _____

TITLE _____

PHONE _____

E-MAIL _____

COMMENTS

EXAMPLE

Exempt Sales

- Transfers of goods between the Development Site Retailers (DSR)[1] other stores or warehouses
- Returns to shippers and manufacturers
- Refunds to customers for merchandise purchased at the DSR[1] store and returned or exchanged
- Discounted portion of sales to employees; bad debts when written off the DSR[(1)] books; and charges paid to banks or credit card companies; provided, however, that in the aggregate such deductions do not exceed (3%) in any given year
- Gift certificates or like vouchers until the same have been converted into a sale by redemption
- Catalog or Internet sales which are not otherwise subject to applicable City or State sales tax
- Sales of fixtures and equipment not in the ordinary course of business
- Proceeds from any sales tax, gross receipts tax or similar tax
- Settlements for insurance claims
- Health care facility services
- Tuition for bona fide education programs
- Sales of gasoline

(1) ***DSR "Development Site Retailers" are retail tenants and business establishments located or to be located at The Promenade at Denver West.***

The Promenade at Denver West
A Typical Sales/Service Receipt

Sample Retailer
The Promenade at Denver West

T1	Gift Certificate	$20.00
	PIF (1.4%)	0.00
	TAX	0.00
	Total	**$20.00**
T2	Manicure	$6.50
T2	Gift Wrapping	3.00
	PIF (1.4%)	0.13
	TAX	0.00
	Total	**$9.63**
T3	Clothing	$18.00
T3	Shoes	25.00
	PIF (1.4%)	0.60
		$43.60
	TAX (7.5%)	3.27
	Total	**$46.87**
T4	Milk	$2.75
	PIF (1.4%)	0.04
		$2.79
	TAX (0.5%)	0 .01
	Total	**$2.80**
	TOTAL	**$79.30**

T1 No Tax, No PIF
T2 No Tax, Subject to PIF
T3 Taxable, Subject to PIF
T4 County Tax Only, Subject to PIF

FOR EXAMPLE ONLY

Some items will not be subject to either PIF or Sales Tax

Some items will be subject to PIF but not Sales Tax

Some items will be subject to both PIF and Sales Tax

Food for Domestic Home Consumption items will be subject to PIF, and Jefferson County (0.5%) Sales Tax

Important Information

Please note that the PIF becomes part of the total sales price and is subject to sales tax; therefore, the PIF must be separately stated on the sales receipt and cannot be combined with sales tax.

The combined sales tax rate of 7.5% (or 0.5% for Jefferson County on Food for Domestic Home Consumption items, as defined in the City of Lakewood Sales and Use Tax Ordinance) is to be collected on the total taxable purchase price. For additional sales tax information contact the City of Lakewood at (303) 987-7609.

OTHER INFORMATION

DISCLOSURES

What are the disclosures to inform customers of the PIF?

The following are disclosures:

- **Advertising**-All advertising, whether by print, radio, television, or other medium, is to indicate that advertised prices are subject to state and local taxes, and fees.
- **Optional Placard**-Place a placard (3" x 5" minimum) at each sales register to notify all customers of the PIF. If you choose to display the placard, it must read:

Placard

"Customer Price Disclosure/Public Improvement Fee"
All customers are hereby notified that a Public Improvement Fee (PIF) in the amount of 1.4% will be added to the advertised price of all sales transactions. The PIF is used to pay for public improvements surrounding The Promenade at Denver West. The PIF is NOT a sales tax, but is part of the price of goods and services sold and must be paid as part of the price of all taxable sales transactions. For more information contact the City of Lakewood at 303-987-7609.

AUDITS

Is the PIF subject to audit?

Yes, all businesses located at The Promenade at Denver West are subject to a PIF audit. If your business is chosen for an audit, the auditor will notify you to schedule a date to visit your business and review records to verify that the PIF has been collected and paid. When your business is contacted for an audit, detailed instructions about the audit process will be provided. All records must be retained for at least three years from filing date.

CONFIDENTIALITY

All financial information provided to the City of Lakewood is kept confidential. However, Elk Valley Public Improvement Corporation is authorized to obtain financial information from the City as described in Tenant Leases and Real Estate Agreements. Therefore, every tenant that is subject to the PIF collection obligation will be required to sign a Form of Waiver of Confidentiality. Financial information will not be shared or discussed with any un-

FREQUENTLY ASKED QUESTIONS

When is the PIF due?

The PIF payment must be received by the 20th day of the month following the preceding calendar month, unless the 20th falls on a holiday or a weekend. If the 20th falls on a holiday or weekend, the PIF Schedule (the form on which the PIF fees are reported) and PIF fees are due the next business day.

Is a postmark date of the 20th acceptable as proof of a timely filing?

No, the postmark date is not acceptable as proof of a timely filing. All PIF Schedules must be received by the City of Lakewood no later than 5:00 p.m. on the due date. Overnight payments must be addressed to the City of Lakewood, Finance Department, 480 South Allison Parkway, Lakewood, CO 80226-3127. Payments may also be dropped off at the same address during business hours.

What happens if I don't file on time?

The City of Lakewood Revenue Division will notify the Elk Valley Public Improvement Corporation of the status of all PIF filings. Failure to file the PIF Schedule may constitute a violation of your Lease or Real Estate Agreement and could result in accrued interest, collection costs and/or legal fees.

How does the PIF relate to sales tax?

If the sale is subject to sales tax, both the cost of the item and/or service plus the PIF are subject to sales tax. PIF collected on non-taxable sales is not subject to sales tax.

EXEMPT FROM FILING PIF

- **Office Users**
- **Industrial Users**
- **Health Care Facilities**
- **Instrumentalities of the Federal, State or Local Government**
- **Post Offices**
- **Banks**
- **Service Providers Not Providing Services to the General Public (e.g., Research Corporations)**