



PUBLIC IMPROVEMENT FEE INFORMATION Denver West Village

GENERAL INFORMATION

The Public Improvement Fee (PIF) is collected and used to finance a portion of the cost of public improvements, such as public roads, regional storm management, and sanitary sewer systems. The City of Lakewood collects the PIF on behalf of Elk Valley Public Improvement Corporation.

The PIF at Denver West Village is 1.4% (as stated in the Denver West Village PIF Covenant) on all sales and service transactions. A list of all exempt sales transactions is on page two. The PIF is a fee and NOT a tax; therefore, it becomes part of the overall cost of the sale and is subject to sales tax.

LICENSING

Any entity doing business in Lakewood must obtain a Sales and Use Tax License. PIF accounts will be established as part of the licensing process.

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 and therefore every tenant that is subject to the PIF collection obligation is required to sign a Form of Release.

ASSISTANCE

The City of Lakewood, on behalf of Elk Valley Public Improvement Corporation, is available to help you understand the PIF. If you have questions about PIF requirements, you may seek assistance with the Revenue Division at the Lakewood Civic Center South Building by phone at 303-987-7630 or by email at revenue@lakewood.org. You may also seek assistance with Elk Valley Public Improvement Corporation by phone at 303-271-1784 or by email at info@elkvalleypif.com

IMPORTANT TELEPHONE NUMBERS

CITY OF LAKEWOOD

Revenue Division:

Civic Center South Building, 480 S. Allison Parkway,
Lakewood, CO 80226

Telephone..... 303-987-7630

E-mail..... revenue@lakewood.org

Liquor Licensing..... 303-987-7084

Police

Non-Emergency.....303-980-7300

Emergency911

ELK VALLEY PUBLIC IMPROVEMENT CORP.

Telephone..... 303-271-1784

Fax 303-279-6541

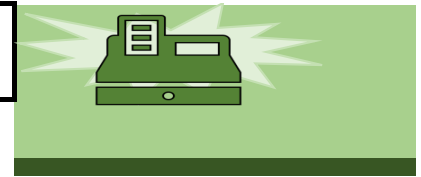
Email:info@elkvalleypif.com

OTHER NUMBERS

Colorado Dept. of Revenue..... 303-238-7378

PIF Transaction Examples (1.4%)

Denver West Village



Sales and services are subject to both sales tax and the PIF, unless otherwise stated (see below). 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) is to be collected on the total taxable purchase price. Below are examples of how sales transaction must be calculated.

Taxable Purchase	
Clothing	\$18.00
Shoes	25.00
Purchase Total	\$43.00
PIF (1.4%)	0.60
Subtotal	\$43.60
Sales Tax (7.5%)	3.27
Total	\$46.87

Non-Taxable Purchase	
Manicure	\$ 20.00
Haircut	45.00
Purchase Total	\$ 65.00
PIF (1.4%)	0.91
Subtotal	\$ 65.91
Sales Tax (0.00%)	0.00
Total	\$ 65.91

Online Purchase Delivered Outside the Denver West Village Area	
Mountain Bike	\$ 350.00
Helmet	25.00
Purchase Total	\$ 375.00
PIF (1.4%)	5.25
Subtotal	\$ 380.25
Sales Tax (0.0%)	0.00
Total	\$ 380.25

Sales delivered outside of Lakewood may be subject to the sales tax of the city and state where the tangible personal property is delivered.

Food	
Chicken	\$ 13.00
Gallon of Milk	3.00
Purchase Total	\$ 16.00
PIF (1.4%)	0.22
Subtotal	\$ 16.22
Sales Tax (0.5%)	0.08
Total	\$ 16.31

"Food" means food for domestic home consumption as defined by the definition in Section 3.01.020 of the Lakewood ordinance. Please refer to the "Food" definition for exceptions that remain taxable.

SALES NOT SUBJECT TO PIF

- Bona fide transfers of goods between Property User's other stores or warehouses
- Refunds to customers for merchandise purchased at the Property User's store and returned or exchanged
- Returns to shippers and manufacturers
- Proceeds from any sales tax, gross receipts tax, or similar tax
- Settlements for insurance claims
- Sales of gasoline
- Services provided by licensed health care practitioners
- Tuition for bona fide education programs
- Prescription drugs as defined in the Denver West Village PIF Policy and Procedure Manual
- Hunting and fishing licenses
- Ski passes, lift tickets, and tickets to sporting or entertainment events
- Trade-Ins for resale
- The discounted portion of sales to employees; bad debts when written off the Property User's 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
- Gratuities as defined in the Denver West Village PIF Policy and Procedure Manual
- Sales of fixtures and equipment not in the ordinary course of business
- Such other exclusions as determined by Elk Valley at its sole discretion

PIF SCHEDULE

PIF Schedule & Payment Instructions

The Sales and Use Tax return is comprised of two schedules—Schedule A for Sales and Use Tax and Schedule B for PIF. Instructions for Schedule B are as follows:

SCHEDULE B - PUBLIC IMPROVEMENT FEE

1	Gross sales and services		00
2	PIF Deductions		00
3	Net PIF sales		00
4	PIF Due (1.4% of Line 3)		00
5	Excess PIF collected		00
6	Total PIF		00
7	Non-taxable PIF		00
8	Taxable PIF (Line 6 minus Line 7)		00

Line 1: Gross Sales and Services: Report all sales and services made during the reporting period. (This figure must be the same as Line 1 of Schedule A).

Line 2: PIF Deductions: Deduct only those exempted sales allowed.

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

Line 4: PIF Due: To calculate the PIF due, multiply Line 3 by either 1.4%, as stated in your lease.

Line 5: Excess PIF Collected: If PIF collected during the reporting period exceeds the amount calculated on Line 4, you must report and remit the excess PIF on this line.

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

Line 7: Non-Taxable PIF: Calculate PIF collected on non-taxable items.

Line 8: Taxable PIF: Subtract Line 7 from Line 6. Add taxable PIF to Line 4 of Schedule A.

FILING OPTIONS

Sales and Use Tax returns and payments (including PIF) are due by the 20th day of the month for the preceding calendar month. If the 20th falls on a holiday or weekend, the return and payment are due the next business day. Payment must be remitted for the full amount due for taxes and fees as determined on Line 9 of Schedule A (i.e. a separate payment does not need to be made for PIF). Checks must be made payable to the **City of Lakewood**. All records must be retained for at least three years from filing date and are subject to audit.

Filing/Payment Options:

- Online: Create an online user account on Lakewood Business Pro to file, pay, and manage your account.
- In person: Civic Center South Building/Finance Department
- Mail: City of Lakewood Revenue Division, P.O. Box 17479, Denver, CO 80217
- Overnight payments: City of Lakewood, Revenue Division, 480 South Allison Parkway, Lakewood, CO 80226