

PUBLIC IMPROVEMENT FEE INFORMATION

Cafarelli Center at Denver West

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 the Colorado Development Foundation.

The PIF at the Cafarelli Center at Denver West varies by retailer. The 1.4% or 0.4% PIF is applicable on all sales and service transactions. Please contact the Colorado Development Foundation or the City to determine which rate applies to your business. 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. This includes businesses conducting retail sales and those providing services only. 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, Colorado Development Foundation 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 is required to sign a Form of Waiver of Confidentiality.

ASSISTANCE

The City of Lakewood, on behalf of the Colorado Development Foundation, is available to help you understand the PIF. If you have questions about PIF requirements, you may seek assistance in person with the Revenue Division at the Lakewood Civic Center South Building or call (303) 987-7630.

Account changes may be handled via a written request (email or mail) or directly through the online portal at [Lakewood Business Pro](#).

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..... revenuedivision@lakewood.org

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

Police

Non-Emergency 303-987-7111

Emergency 911

OTHER NUMBERS

Colorado Dept. of Revenue 303-238-7378

Secretary of State 303-894-2200

Example Receipts

Cafarelli Center at Denver West



Sales and services are subject to both sales tax and the PIF, unless specifically enumerated (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. [Contact the Colorado Development Foundation or the City to determine the appropriate PIF rate \(0.4% or 1.4%\).](#)

Tangible Personal Property Purchase	
Clothing	\$18.00
Shoes	<u>25.00</u>
	\$43.00
PIF (1.4%)	<u>0.60</u>
	\$43.60
Sales Tax (7.5%)	<u>3.27</u>
Total	\$46.87

Non-Taxable Purchase	
Manicure	\$20.00
Hair cut	<u>45.00</u>
	\$65.00
PIF (1.4%)	<u>0.91</u>
	\$65.91
Sales Tax (0.0%)	<u>0.00</u>
Total	\$65.91

In-Person Purchase of Tangible Personal Property with Delivery to Wyoming	
Mountain Bike	\$350.00
Helmet	<u>25.00</u>
	\$375.00
PIF (1.4%) ¹	<u>5.25</u>
	\$380.25
Sales Tax (0.0%) ²	<u>0.00</u>
Total	\$380.25

¹ Purchases that are not made in person (i.e. via phone, fax, or internet) and delivered outside of Lakewood are exempt from PIF and potentially sales tax (see footnote 2 below).

² 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 ³	
Chicken	\$13.00
Gallon of Milk	<u>3.00</u>
	\$16.00
PIF (1.4%)	<u>0.22</u>
	\$16.22
Sales Tax (0.5%)	<u>0.08</u>
Total	\$16.30

³ "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

- Transfers of goods between the Development Site Retailer's (DSR)⁴ other stores or warehouses
- Returns to shippers and manufacturers
- Refunds to customers for merchandise purchased at the DSR⁴ store and returned or exchanged
- Discounted portion of sales to employees; bad debts when written off the DSR⁴ 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
- Sales of fixtures and equipment not in the ordinary course of business
- Catalog or Internet sales which are not otherwise subject to applicable City or State sales tax
- Proceeds from any sales tax, gross receipts tax or similar tax
- Settlements for insurance claims
- Sales of gasoline
- Health care facility services (excl. fitness/recreational)
- Tuition for bona fide education programs
- Prescription drugs as defined
- Services provided by licensed health care practitioners
- Hunting and fishing licenses
- Ski passes, lift tickets, and tickets to sporting or entertainment events
- Trade-Ins for resale
- Gratuities as defined
- Other exclusions, as determined by Colorado Development Foundation

⁴ DSR "Development Site Retailers" are retail tenants and business establishments located or to be located at the Cafarelli Center at Denver West.

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 1.4% (or 0.4% depending upon applicable rate).
- Line 5: Excess PIF Collected:** Any excess PIF collected must be reported on Line 5 and remitted.
- 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