

Public Improvement Fee Information

Creekside Shopping Center



Public Improvement Information

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Public Improvement Fee Contacts

<p style="text-align: center;">Revenue Division Civic Center South Building 480 S. Allison Parkway Lakewood, CO 80226</p> <p style="text-align: center;">(303) 987-7630</p> <p style="text-align: center;">revenuedivision@lakewood.org</p> <p style="text-align: center;">www.lakewood.org</p>	<p style="text-align: center;"><u>Other Numbers</u></p> <p>Police Non-Emergency (303) 987-7111</p> <p>Police Emergency 911</p> <p>Liquor Licensing (303) 987-7084</p> <p>CO Dept. of Revenue (303) 238-7378</p> <p>Secretary of State (303) 894-2200</p>
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General Information

The Public Improvement Fee (PIF) is collected and used to finance the public improvements within the redevelopment of the urban renewal project site at Creekside. Public improvements include the demolition of existing infrastructure and construction of public improvements, such as public streets, sidewalks, utilities, parking facilities, a stormwater management system, and open space. The City of Lakewood collects the PIF on behalf of the Redeveloper.

The PIF at Creekside Shopping Center is 1.5% on all sales transactions, as defined in the PIF Covenant which is recorded on the property. The PIF is a fee and NOT a tax; therefore, it becomes part of the total sales price 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.

Assistance

The City of Lakewood, on behalf of Creekside, is available to help you understand the Creekside 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.

PIF SCHEDULE

SCHEDULE B - PUBLIC IMPROVEMENT FEE

1	Gross sales and services		00
2	PIF Deductions		00
3	Net PIF sales		00
4	PIF Due (1.5% 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

PIF Schedule Instructions

EXEMPTIONS

Deduct only those sales and services not subject to the Public Improvement Fee. Section 3.01.180 of the City of Lakewood Sales and Use Tax Ordinance is available online at www.lakewood.org under Government / Departments / Finance / Taxes and Public Improvement Fee / Chapter 3.01—Sales and Use Tax (from Quick Links).

- Line 1: Gross Sales and Services:** Report all sales made during the period covered.
- Line 2: PIF Deductions:** Deduct only those exempted sales allowed. Exemptions include those listed in Section 3.01.180 of the *City of Lakewood Sales & Use Tax Ordinance*, but **does not** include Subsection 33 of Section 3.01.180 (Retain your records for at least three years from the reporting period).
- Line 3: Net PIF Sales:** To calculate sales subject to PIF, subtract Line 2 from Line 1.
- Line 4: PIF Due:** To calculate the PIF due, multiply Line 3 by 1.5%.
- 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 Line 5.
- Line 7: Non-taxable PIF:** The amount of PIF collected that is tax exempt.
- Line 8: Taxable PIF:** To calculate taxable PIF, subtract Line 7 from Line 8.

Learn more about the advantages of filing online via Lakewood Business Pro!

Sales Receipt Requirements



Below are examples of how sales transactions at Creekside Shopping Center should be calculated. Purchases subject to Lakewood’s Sales Tax are subject to the PIF. Those purchases exempt from the City’s Sales Tax are also exempted from the PIF. Purchases delivered to locations outside of Creekside are subject to the PIF. 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) is to be collected on the total taxable purchase price.

Tangible Personal Property Purchase	
DVD Player	\$75.00
DVD	<u>15.00</u>
	\$90.00
PIF (1.5%)	<u>1.35</u>
	\$91.35
Sales Tax (7.5%)	<u>6.85</u>
Total	\$98.20

Non-Taxable Purchase	
Eye Glasses	\$150.00
Eye Exam	<u>45.00</u>
	\$195.00
PIF (0.0%)	<u>0.00</u>
	\$195.00
Sales Tax (0.0%)	<u>0.00</u>
Total	\$195.00

In-Person Purchase of Tangible Personal Property with Delivery to Wyoming	
Mountain Bike	\$350.00
Helmet	<u>5.00</u>
	\$355.00
PIF (1.5%) ¹	<u>5.33</u>
	\$360.33
Sales Tax (0.00%) ²	<u>0.00</u>
Total	\$360.33

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	
Pork Loin	\$25.00
10 lb Bag of Potatoes	<u>2.00</u>
	\$27.00
PIF (0.0%)	<u>0.00</u>
	\$27.00
Sales Tax (0.5%)	<u>0.14</u>
Total	\$27.14

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.

REMITTING THE PIF

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** at www.lakewood.org to file, pay, and manage your account.
- **In person:** Civic Center South Building/Finance Department, 480 South Allison Parkway, Lakewood, CO 80226
- **Mail:** City of Lakewood Revenue Division, P.O. Box 17479, Denver, CO 80217

ACCOUNT CHANGES

Account changes may be submitted via a written request (email or mail) or directly through the online portal at **Lakewood Business Pro**.

PUBLIC INFORMATION

If retailers choose, they may provide customers a handout regarding the 1.5% Public Improvement Fee collected on purchases made at Creekside. The handout must read:

“CREEKSIDE PUBLIC IMPROVEMENT FEE”

Customers are advised that a Public Improvement Fee (PIF) of 1.5% will be added to sales transactions. The PIF is used to finance a portion of the cost of public improvements within the Creekside Shopping Center, such as parking, streets, utilities, and stormwater management systems. The PIF is NOT a sales tax and does not become revenue for the City of Lakewood. Contact the Revenue Division at 303.987.7630 or at revenuedivision@lakewood.org for additional information regarding the PIF.