



The Promenade Shops at CENTERRA

Public Improvement & Retail Sales Fees Information

GENERAL INFORMATION

The Public Improvement Fee (PIF) and the Retail Sales Fee (RSF) are fees collected by retailers within The Shops at Centerra. The PIF & RSF are used to finance a portion of the cost for the public improvements surrounding The Shops at Centerra. On behalf of the Centerra Public Improvement Collection Corporation and Centerra Lifestyle Center LLC the City of Loveland will collect the PIF & RSF.

The Public Improvement Fee (PIF) at The Shops at Centerra is 1.25% on all sale transactions and the Retail Sales Fee (RSF) is 1.0% on all sale transactions. Please refer to page two for a list of all exempt sales. The PIF and RSF are specifically fees and are NOT taxes; therefore, the PIF and RSF will become a part of the overall cost of the sale and is subject to the sales tax. These fees are required to appear on the register receipt as a separate line item from sales tax.

LICENSING

All retail businesses operating in Loveland must apply for a sales tax license. However, you will not need to apply separately for your PIF and RSF accounts. The information provided on your sales tax application will be used to set up your PIF and RSF accounts.

ASSITANCE

The City of Loveland, on behalf of Centerra Public Improvement Collection Corporation and Centerra Lifestyle Center LLC, offers seminars, workshops and direct assistance to help you understand the PIF and RSF at The Shops at Centerra. To schedule an appointment, please call 970-962-2707.

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

FOR QUESTIONS
CONTACT:

PIF & RSF Contacts

City of Loveland

Telephone

(970) 962-2707

E-mail

fees@ci.loveland.co.us

Fax

(970) 962-2994

Sales Tax

(970) 962-2708

Other Sales Tax Numbers

State of Colorado

(303) 238-7378

Larimer County

(970) 498-5930

Sample Forms

<h2 style="margin: 0;">PIF Payment Form</h2>		Centerra Public Improvement Collection Corporation Public Improvement Fee Administration C/O CITY OF LOVELAND TAX ADMINISTRATION PO BOX 892 LOVELAND, CO 80539
PERIOD	DUE DATE	ID
MERCHANT'S NAME AND ADDRESS		
		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 COLLECTED (1.25% OF LINE 3)	
5.	EXCESS PUBLIC IMPROVEMENT FEE COLLECTED	
6.	TOTAL PUBLIC IMPROVEMENT FEE DUE AND PAYABLE (ADD LINES 4 AND 5)	
7.	ADJUSTMENTS FOR PRIOR PERIOD	
	DEDUCT (CREDIT DUE TO MERCHANT)	
	ADD (ADDITIONAL AMOUNT DUE)	
8.	TOTAL PUBLIC IMPROVEMENT FEE DUE AND PAYABLE MAKE CHECK PAYABLE TO: CENTERRA PUBLIC IMPROVEMENT COLLECTION CORPORATION	

<h2 style="margin: 0;">RSF Payment Form</h2>		Centerra Lifestyle Center LLC Retail Sales Fee Administration C/O CITY OF LOVELAND TAX ADMINISTRATION PO BOX 1386 LOVELAND, CO 80539
PERIOD	DUE DATE	ID
MERCHANT'S NAME AND ADDRESS		
		COMPUTATION OF RSF
1.	GROSS SALES AND SERVICE	
2.	LESS SALES/SERVICES NOT SUBJECT TO THE RETAIL SALES FEE (RETAIN YOUR RECORDS FOR THREE YEARS)	
3.	NET SALES SUBJECT TO RETAIL SALES FEE (LINE 1 MINUS LINE 2)	
4.	RETAIL SALES FEE COLLECTED (1.0% OF LINE 3)	
5.	EXCESS RETAIL SALES FEE COLLECTED	
6.	TOTAL RETAIL SALES FEE DUE AND PAYABLE (ADD LINES 4 AND 5)	
7.	ADJUSTMENTS FOR PRIOR PERIOD	
	DEDUCT (CREDIT DUE TO MERCHANT)	
	ADD (ADDITIONAL AMOUNT DUE)	
8.	TOTAL RETAIL SALES FEE DUE AND PAYABLE MAKE CHECK PAYABLE TO: CENTERRA LIFESTYLE CENTER LLC	

Exemptions

Non-taxable service charges, fees or labor; sales to other licensed dealers for resale; goods shipped or delivered outside city limits; bad debts charged off; trade-in for taxable resale; sale of gasoline and cigarettes; exempt sales to governmental, religious and charitable organizations; returned goods that fees were previously paid on; lottery and/or lotto sales; prescription drugs, wheelchairs and prosthesis devices.

The Sales Receipt



Below are examples of how a sales transaction at The Shops at Centerra should be calculated. Purchases subject to Loveland's Sales Tax are subject to the PIF and RSF. Those purchases exempt from the City's Sales Tax are also exempt from the PIF and RSF. Please note that the PIF and RSF become part of the total sales price and is subject to sales tax.

Effective, January 20, 2004, the City of Loveland waived 1.25% sales tax, resulting in a combined sales tax rate of 5.45%. The sales tax break down is as follows: City of Loveland 1.75%, State of Colorado 2.9% and Larimer County 0.8%.

Tangible Personal Property Purchase

Suit	\$65.00
Shoes	<u>20.00</u>
	\$85.00
PIF (1.25%)	1.06
RSF (1.0%)	<u>0.85</u>
	\$86.91
Sales Tax (5.45%)	<u>4.74</u>
Total	\$91.65

Non-Taxable Purchase

Haircut	\$45.00
Highlight	<u>75.00</u>
	\$120.00
PIF (0.00%)	0.00
RSF (0.00%)	<u>0.00</u>
	\$120.00
Sales Tax (0.00%)	<u>0.00</u>
Total	\$120.00

Food for Home Consumption Purchase

Cereal	\$3.50
Gallon of Milk	<u>3.00</u>
	\$6.50
PIF (1.25%)	0.08
RSF (1.0%)	<u>0.06</u>
	\$6.64
Sales Tax (1.75%)	<u>0.11</u>
Total	\$6.75

Tangible Personal Property that is Delivered Outside City Limits but inside Larimer County

Computer	\$450.00
Game	<u>55.00</u>
	\$505.00
PIF (0.00%)	0.00
RSF (0.00%)	<u>0.00</u>
	\$505.00
Sales Tax (3.7%)*	<u>18.68</u>
Total	\$523.68

*All sales delivered outside of Loveland may be subject to the sales tax of the County & State being delivered to.

If you have questions, please contact the fee specialist at 970-962-2707

OTHER INFORMATION

DISCLOSURES

What are the disclosures to inform customers of the PIF and RSF?

The following disclosures are required:

- **Advertising**—All advertising, whether to print, radio, television, or other medium, is to indicate that advertised prices are subject to state and local taxes, and fees.
- **Sales Receipt**—These fees are required to appear on the register receipt as a separate line item from sales tax.
- **Sales Register**—Permanently place a (3" x 5" minimum) at each sales register to notify all customers of the PIF and RSF. The placard must read:

Placard

Customers are advised that this store is located in an area which is subject to a Public Improvement Fee (PIF) and a Retail Sales Fee (RSF). The PIF of 1.25% and the RSF of 1.0% will be added to all taxable transactions. The City of Loveland has agreed to reduce the City sales tax rate within these areas, from 3.0% to 1.75%. The PIF & RSF are fees collected by the City on behalf of the Public Improvement Collection Corp., and Retail Sales Fee Corp., Colorado non-profit corporations. The fees are used to finance a portion of the cost of the public improvements in the Centerra area.

All retail operations must remit these fees to the City of Loveland.

AUDITS

Is the PIF & RSF subject to an audit?

Yes, all businesses located at The Shops at Centerra are subject to a PIF and RSF 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 and RSF 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.

CONFIDENTIALITY

All financial information provided to the City of Loveland is kept confidential. However, Centerra Public Improvement Collection Corporation and its Trustee and Centerra Lifestyle Center LLC are 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 & RSF collection obligations will be required to sign a Form of Waiver of Confidentiality. No financial information will be shared or discussed with any unauthorized individuals.

FREQUENTLY ASKED QUESTIONS

When are the PIF & RSF due?

The PIF and RSF payments 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 payment forms must be received by the following business day.

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

Yes, the postmark date is acceptable as proof of a timely filing. All payment forms must be postmarked by the 20th of the month to be considered on time.

What happens if I don't file on time?

The City of Loveland Sales Tax Department will notify the Centerra Public Improvement Collection Corporation and Centerra Lifestyle Center LLC of the status of all PIF and RSF filings. Failure to file the PIF and RSF payment form may constitute a violation of your Lease or Real Estate Agreement and could result in accrued interest, collections costs and/or legal fees.

How does the PIF and RSF relate to sales tax?

If the sale is subject to sales tax, the cost of the item plus the PIF & RSF are subject to sales tax.