

The Gardens on Havana Public Improvement Fee Information

GENERAL INFORMATION

The Public Improvement Fee (PIF) is a **fee** that is required to be collected by retailers within The Gardens on Havana development. The PIF is used to finance a portion of the cost for the public improvements related to The Gardens on Havana. The Gardens on Havana Metropolitan District will collect the PIF.

The Public Improvement Fee (PIF) at The Gardens on Havana is .50% on all sale transactions. Please refer to page two for a list of exempt sales. The PIF is specifically a **fee** and is **NOT** a tax; therefore, the PIF 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

Please contact Pinnacle Consulting Group to ensure that all proper information has been received. There is not a fee for a license.

ASSISTANCE

Pinnacle Consulting Group, Inc., on behalf of The Gardens on Havana Metropolitan District, offers seminars, workshops and direct assistance to help you understand the PIF. To schedule an appointment, please call 970-669-3611 ext. 112.

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

**FOR QUESTIONS
PLEASE CONTACT:**

PIF Contact

Pinnacle Consulting Group, Inc.

Telephone
(970) 669-3611 ext. 112

E-mail
teresaa@pinnacleconsultinggroupinc.com

Fax
(970) 669-3612



THE GARDENS
ON HAVANA

Sample Form

The Gardens on Havana Metropolitan District No. 1
 Public Improvement Fee Administration
 850 ENGLEWOOD PARKWAY, SUITE 200
 ENGLEWOOD, CO 80110

PIF Payment Form

MERCHANT'S NAME AND ADDRESS

PERIOD

DUE DATE

COMPUTATION OF PUBLIC IMPROVEMENT FEE

1.	GROSS SALES AND SERVICE	
2.	LESS EXEMPTIONS NOT SUBJECT TO THE PUBLIC IMPROVEMENT FEE (SEE LISTING BELOW)	
3.	NET SALES SUBJECT TO PUBLIC IMPROVEMENT FEE (LINE 1 MINUS LINE 2)	
4.	PUBLIC IMPROVEMENT FEE COLLECTED (.50% OF LINE 3)	
5.	EXCESS PUBLIC IMPROVEMENT FEE COLLECTED	
6.	TOTAL PUBLIC IMPROVEMENT FEE DUE AND PAYABLE (ADD LINES 4 AND 5)	
7.	ADJUSTMENTS ADD (ADDITIONAL AMOUNT DUE) FOR PRIOR PERIOD DEDUCT (CREDIT DUE TO MERCHANT)	
8.	TOTAL PUBLIC IMPROVEMENT FEE DUE AND PAYABLE MAKE CHECK PAYABLE TO: THE GARDENS ON HAVANA METROPOLITAN DISTRICT NO. 1	

PIF Payment Form Instructions

Line 1: Report all sales made during the period covered.
 Line 2: Deduct only those exempted sales allowed per the PIF Covenant.
 Line 3: To calculate sales subject to PIF, subtract Line 2 from Line 1.
 Line 4: To calculate the PIF due, multiply Line 3 by .50%.
 Line 5: Any excess PIF collected must be reported on Line 5 and remitted.
 Line 6: To calculate the total PIF due, add Line 4 and Line 5.
 Line 7: Add or deduct any under or overpayment from previous periods.
 Line 8: To calculate, total PIF due, add Line 6 and Line 7.

Make Checks Payable to: THE GARDENS ON HAVANA METROPOLITAN DISTRICT NO. 1

For electronic payment remittance, please contact Pinnacle Consulting at,
 970) 669-3611 ext. 112 or teresaa@pinnacleconsultinggroupinc.com.

Exemptions

Bad debts charged off; trade-in for taxable resale; sale of gasoline, cigarettes and newspapers; 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; gift cards, membership fees; financial services, real estate services; health care services; travel services; IT services; child care services.

The Sales Receipt



Below are examples of how a sales transaction at The Gardens on Havana should be calculated. Please note that the PIF becomes part of the total sales price and is subject to sales tax.

The sales tax break down is as follows: City of Aurora 3.75%, State of Colorado 2.9%, Arapahoe County .25%, RTD 1%, Cultural .10%, and Sports Stadium .10%.

Tangible Personal Property Purchase

Suit	\$65.00
Shoes	<u>20.00</u>
	\$85.00
PIF (0.50%)	<u>.43</u>
	\$85.43
Sales Tax (8.10%)	<u>6.92</u>
Total	\$92.35

Sales of Services

Haircut	\$45.00
Highlight	<u>75.00</u>
	\$120.00
PIF (0.50%)	<u>.60</u>
	\$120.60
Sales Tax (0.00%)	<u>0.00</u>
Total	\$120.60

Food for Home Consumption Purchase

Cereal	\$3.50
Gallon of Milk	<u>3.00</u>
	\$6.50
PIF (0.50%)	<u>0.03</u>
	\$6.53
Sales Tax (0.00%)	<u>0.00</u>
Total	\$6.53

Tangible Personal Property that is Delivered Outside City Limits

Computer	\$450.00
Game	<u>55.00</u>
	\$505.00
PIF (0.50%)	<u>2.53</u>
	\$507.53
Sales Tax (4.35%)	<u>19.03</u>
Total	\$526.56

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

If you have questions, please contact the fee specialist at 970-669-3611 ext 112

OTHER INFORMATION

DISCLOSURES

What are the disclosures to inform customers of the PIF.

The following are disclosures:

- **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. The placard must read:

Placard

All customers are hereby notified that a Public Improvement Fee (PIF) in the amount of .5% will be added to the purchase price of all sales transactions. The PIF is used to pay for public improvements related to The Gardens on Havana. The PIF is NOT a sales tax, but must be paid as a part of the price of goods and services sold.

For more information contact Pinnacle Consulting Group, Inc. at teresaa@pinnacleconsultinggroupinc.com or 970-669-3611 ext. 112.

AUDITS

Is the PIF subject to an audit?

Yes, all businesses located at The Gardens on Havana 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 calculated and collected properly and remitted accurately and timely. 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 Gardens on Havana Metropolitan District is kept confidential. However, Pinnacle Consulting Group, Inc. is authorized to obtain financial information from the metro district as described in Tenant Leases and Real Estate Agreements. Therefore, every tenant that is subject to the PIF 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 is the PIF due?

The PIF collected during a month needs to be received by the 20th day of the next 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. If the 20th falls on a weekend or holiday the post mark date must be the next business day.

How is the payment reported?

The payment must be remitted with the PIF Payment Form by the due date stated above. The address the payment is to be remitted to is on the form.

What happens if I don't file on time?

Failure to file the PIF payment may constitute a violation of your Lease or Real Estate Agreement and could result in accrued interest, collections costs and/or legal fees.