

**GUIDELINES FOR PAYMENT
OF PUBLIC IMPROVEMENTS FEES
WITHIN BELLEVIEW STATION**

PIF Sales (defined below) within Belleview Station in the City and County of Denver, Colorado (the “City”), are subject to a privately imposed Public Improvements Fee (the “PIF”) at the rate of 1.0%, with a maximum PIF of \$100.00 per item. You are required to impose the PIF on PIF Sales and collect such PIF from your customers in generally the same manner as you impose and collect state and local sales taxes, provided that, unlike sales taxes, the PIF is remitted to CliftonLarsonAllen (“Agent”) as PIF collecting agent for the Belleview Station Public Improvement Company. This document establishes uniform guidelines for the calculation and remittance of the PIF to Agent with respect to PIF Sales occurring within Belleview Station, and for further clarifying and delineating which transactions are included within the definition of PIF Sales.

PIF Sales

For purposes of these guidelines, “PIF Sales” shall mean the following exchanges of goods or services within Belleview Station:

- Retail Sales Subject to City Sales Taxes. PIF Sales shall generally include all retail sales upon which City sales tax is payable (at any sales tax rate).
- Personal Services. PIF Sales shall specifically include transactions consummated by personal service providers (e.g., nail salons, hair salons and barbershops, waxing and hair removal salons, dry cleaners and tailors, self-service laundries, massage parlors, body art establishments and copy and print shops) that may or may not be subject to City sales tax; provided, however, that transactions consummated by professional service providers (e.g., dental, medical, legal, auditing, tax, accounting, financial, architectural, engineering, construction and management service providers and the like) that are not subject to City sales tax will be excluded from the definition of PIF Sales.
- Retail Food Sales. PIF Sales shall specifically include retail sales occurring within Belleview Station of food, including food for home consumption and food not for home consumption, that may not be subject to City sales tax.
- Retail Sales for Delivery Outside of the City. PIF Sales shall specifically include retail sales of items that are to be delivered to a location outside the City and which, for that reason, may not be subject to City sales tax.
- Food Trucks. Food truck food and beverage sales shall be “PIF Sales” transactions, *provided however*, the PIF rate applicable to such transactions shall be a daily flat rate of \$10.00 per food truck (“**Food Truck Flat Rate**”) engaging in PIF Sales within Belleview Station and the 1% PIF rate and PIF reporting requirements otherwise applicable to PIF Sales shall not apply to such food truck if the Food Truck Flat Rate is paid.

- Exclusions. PIF Sales shall specifically exclude the following transactions:
 - Individual vendor sales transactions (i.e., sellers engaging in PIF Sales) in connection with festivals, farmers markets and like events occurring within Belleview Station, *provided however*, such event organizer/promoter shall pay the PIF in an amount equal to 1% of the gross revenues and receipts collected by the organizer/vendor in connection with the event (including without limitation, vendor fees, ticket sales, etc.)

Reporting and Payment

The PIF will be remitted using forms that are very similar to the sales tax return forms that you use for remitting sales taxes to the City, and with the same frequency required by the City for sales taxes. Although the PIF is collected at the point of sale, just as sales taxes are collected, and remitted contemporaneously to Agent, the PIF must be reported and paid separately as follows:

- PIF. The PIF will be remitted to Agent using a return form entitled “Belleview Station PIF Return.” Agent will provide to you the return form. A copy of your completed Denver Retail Sales Tax Return for the same reporting period must also be included with your completed Belleview Station PIF Return form.
- City Sales Tax. You will remit the City sales tax to the City just as any other retailer, using the “Denver Retail Sales Tax Return” form for the appropriate reporting period provided to you by the City.

With respect to the PIF, you must remit to Agent one payment (check) for the total amount of PIF due, which check is to be made to the Belleview Station Public Improvement Company. The check and completed forms should be remitted to:

Belleview Station Public Improvement Company
 c/o CliftonLarsonAllen
 8390 E. Crescent Parkway, Suite 300
 Greenwood Village, CO 80111

Collecting the PIF

To ensure that your customers are properly informed about the nature of the PIF, it will also be necessary for you to revise your standard form of customer sales receipt. It is important for your customers to be notified that they are being charged a PIF in addition to state and local sales taxes. First, if possible, your receipt should contain separate line items for the PIF and sales tax amounts. If your point-of-sale software is not capable of creating these separate line items, then you may show the PIF and sales tax amounts in a combined number as a single line item, but the line should be labeled “Sales Tax & PIF” or in a comparable manner that specifically references both sales tax and the PIF. Second, your form of receipt must include a note at the bottom that provides in substance as follows:

This transaction is subject to private fees of 1.0%.

In addition, you must place a small placard or sign at (i) each register-type point of sale, or (ii) if your business does not use register-type points of sale (e.g., if payments are made at a dining table in a restaurant or at a service station in a hair or nail salon), in a conspicuous location that is readily visible to your customers. These placards or signs must provide additional information about the PIF to your customers as follows:

NOTICE TO OUR CUSTOMERS

In addition to state and local taxes, each purchase will include a 1.0% public improvements fee (a "PIF"), with a maximum PIF of \$100.00 per item. The PIF funds public improvements related to Belleview Station.

The PIF is not a government tax. It is a privately imposed fee. [Each receipt will indicate the amounts of the PIF and the sales taxes applicable to each purchase.] [or] [The "Sales Tax & PIF" line item on each receipt reflects the combined amount of sales taxes and PIF applicable to each purchase.] Please note that the PIF is also subject to certain state and local sales taxes.

For additional information on the PIF, please call CliftonLarsonAllen at (303) 265-7905. Thank you!

Finally, in programming your registers, it is important that you realize that the PIF itself is considered a part of the taxable purchase price by all local and state taxing authorities, including the City. Thus, the applicable adjusted tax rate should be levied against the PIF amounts on each PIF Sale and remitted when you remit your Denver Retail Sales Tax Return. The following example shows how the PIF and City sales taxes would apply to \$100.00 worth of goods subject to the PIF and the City sales tax:

Applicable Tax	Amount (Typical Sales)	Amount (Alcohol & Prepared Food)	Amount (Goods Delivered Outside City)	Amount (Non-Taxable Personal Service, Food)
Base Price of PIF Sales	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
PIF (1.0%) Remit to: Agent Form: Belleview Station PIF Return	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
Amount Subject to City Sales Tax	\$ 101.00	\$ 101.00	\$ 1.00	\$ 1.00
City and County of Denver Sales Tax Remit to: Colorado Dept. of Revenue Form: Colorado Retail Sales Tax Return	(3.65%) \$ 3.69	(4.00%) \$ 4.04	\$ 0.04	\$ 0.04
Amount Subject to State Sales Tax	\$ 101.00	\$ 101.00	\$ 101.00	\$ 1.00
Other Sales Taxes (4.00%) Remit to: Colorado Dept. of Revenue Form: Colorado Retail Sales Tax Return	\$ 4.04	\$ 4.04	\$ 4.04	\$ 0.04
Amount Consumer Pays	\$ 108.73	\$ 109.08	\$ 105.08	\$ 100.08

Thank you for your attention to this matter. If you have any questions about the PIF, you may contact Agent at (303) 265-7905. If you have any questions about the City sales taxes, you may contact the City Department of Finance, Treasury Division, at (720) 913-9400.

BELLEVIEW STATION RETAILER INSTRUCTIONS FOR 2020 PUBLIC IMPROVEMENT FEE RETURNS

Reporting Forms and Frequency

This booklet contains the forms for the current calendar year needed to report and pay the public improvements fees (“PIF”) with respect to Belleview Station using the Belleview Station PIF Return Form (the “PIF Return”). The filing frequency for the PIF Return and the PIF is the same as required by City and County of Denver, Colorado (the “City”) for sales taxes, and if no sales taxes are due to the City than the filing frequency for the PIF Return and the PIF is monthly. Unlike sales taxes, the PIF is remitted to CliftonLarsonAllen (“Agent”) as PIF collecting agent for the Belleview Station Public Improvement Company.

The PIF Returns are printed with (i) your business name, (ii) your account number, (iii) the reporting period covered, and (iv) the due date of the return. The PIF Returns are placed in the order in which they should be used. Please be careful to use the PIF Returns that correspond to the period for which you are filing.

Records

The burden of proof for retail sales and services, including deductions and exempt retail sales and services, rests with you, and you are strongly urged to retain copies of retail sales and services reports with respect to the PIF. Records must be available for inspection by authorized representatives of Agent. Records of business transactions must be retained for a period of three years, and must include true and complete copies of all written reports, returns, statements, records and declarations, including any supplements or amendments thereto made or provided to the City in connection with the City sales tax for the corresponding tax reporting period, as applicable.

All PIF remitted by the customer to you will be and remain the property of the PIC. Failure to file any PIF Returns and pay all PIF collected will result in an assessment by Agent of an estimated amount of PIF due, plus interest and/or late charges. Therefore, it is important that you (i) file the PIF Returns and pay all PIF imposed and collected on a timely basis, and (ii) maintain sufficient records to prove the amount of PIF imposed, collected and paid. You must file a PIF Return for each reporting period, even in the absence of retail sales and services, and/or PIF liability (i.e., you must file a PIF Return even if no PIF is due).

Late Fees and Penalties

If your payment of the PIF is filed after the due date, the payment will bear interest at an annual rate of 12% interest. If you fail to remit any unpaid PIF for more than ten days after receiving notice of its being in default, you must pay the Agent, in addition to the unpaid PIF, a late charge in an amount equal to the greater of 10% of the unpaid PIF or \$100, in addition to all costs incurred by the Agent in collecting the unpaid PIF.

Business Change or Closure

You must inform Agent of any of the following change(s) by completing the enclosed Account Change or Closure Request Form: (i) any change in the trade name (or d/b/a); (ii) any change of

business or mailing address; (iii) any change in your required filing frequency as set forth above; (iv) any temporary closures of your business; or (v) any closure of your PIF account. If the business ownership changes, the new owner cannot use the previous owner's PIF Returns. The new owner must apply for his/her/its own personalized PIF Return. Furthermore, a vendor selling or permanently closing a business must file final PIF Returns within 15 days after the date of sale or closing.

For additional information, please contact:

CliftonLarsonAllen
8390 E. Crescent Parkway, Suite 300
Greenwood Village, CO 80111
(303) 265-7949

BELLEVIEW STATION PIF RETURN

Account #: 109 _____
 Business Name: Urban Egg _____
 Phone #: _____
 Primary Business Location: _____
 Reporting Period: _____

- ▶ YOU MUST FILE A RETURN EVEN IF YOU HAVE DETERMINED THAT NO PIF IS DUE.
- ▶ YOU MUST ENCLOSE A COPY OF YOUR DENVER SALES TAX RETURN WITH THIS FORM.
- CHECK HERE IF THIS IS AN AMENDED RETURN.

Due Date: _____

1	Gross Sales and Services		00
2	A. Bad Debts (add bad debts collected that were previously deducted in prior periods)		00
	B. Net Sales (enter the total of Lines 1 & 2A)		00
3	Deductions		00
	A. Services or labor not subject to PIF (e.g., "professional services")		00
	B. Sales to other licensed dealers for purpose of resale		00
	C. Bad debts (open accounts sales on which PIF was previously paid)		00
	D. Trade-ins for resale		00
	E. Exempt sales to governmental, religious and charitable organizations		00
	F. Returned goods (on which the PIF was previously paid)		00
	G. Sales of cigarettes and gasoline		
	H. Sales of exempt prescription drugs		00
	I. Sales of groceries purchased with food stamps or WIC funds		00
	J. Portion(s) of any individual sale(s) exceeding \$10,000		00
	K. Other deductions (explain)		00
	L. Total deductions (Lines 3A through 3K)		00
4	Net Sales Subject to the PIF (Line 2B minus Line 3L)	00	x 1.00%
5	Add excess PIF collected from customers		00
6	PIF Due (add Lines 4 and 5)		00
7	A. Late Charge if filed more than 10 days after notice, add: 10% of PIF due (Line 6 x 0.10), minimum charge of \$100.00		00
	B. Interest if filed or postmarked after due date, add: 0.03287% per day late (line 6 x 0.0003287 x number of days late)		00
8	PIF, Late Charge, and Interest Due (add Lines 6, 7A & 7B)		00
9	Enter any credits or prior period adjustments (attach documentation)		00
10	Total PIF Due and Payable (Lines 8 minus Line 9)		00
11	TOTAL AMOUNT REMITTED Include a check or money order made payable to: BELLEVIEW STATION PUBLIC IMPROVEMENT COMPANY		00

I hereby certify, under penalty of perjury, that statements made herein are to the best of my knowledge true and correct.

Signature: _____ **Title:** _____ **Date:** _____

YOU MUST SIGN YOUR RETURN

Mail all forms, records, and check or money order to: Belleview Station Public Improvement Company
 c/o CliftonLarsonAllen
 8390 E. Crescent Parkway, Suite 300
 Greenwood Village, CO 80111

PIF RETURN INSTRUCTIONS

All entries on this PIF Return must be rounded to the nearest dollar. You will still collect and keep track of exact amounts of the PIF. Books, records, and statements or invoices to buyers must reflect actual PIF amounts. It is only when you fill out the PIF Return that you will round the numbers you are reporting. Round amounts under 50 cents down to 0 cents. Increase amounts equal to or greater than 50 cents to the next dollar.

The PIF is imposed on the purchase price paid or charged on retail sales, leases, or rentals of tangible personal property, and on certain services and other transactions as set forth in the Guidelines for Payment of Public Improvement Fees within Belleview Station. PIF Returns and payment are due on the 20th of the month following the applicable reporting period. If your business address or location has changed, or if your business status has changed, please fill out the applicable section of the Account Change or Closure Request Form.

- Line 1** Enter total receipts for the period covered. Include all sales, both retail and wholesale; services rendered; rentals, leases and any other amounts received, including bad debts collected during the period that were previously deducted in prior periods, whether subject to or exempt from City sales taxes and/or the PIF. Do not include the amount of City sales taxes or PIF collected.
- Line 2A** Enter bad debts collected during the reporting period that were previously deducted on Line 3C in prior reporting periods.
- Line 2B** Enter the total of Lines 1 and 2A.
- Line 3A** Enter receipts from services or labor not subject to the PIF pursuant to the Guidelines for Payment of Public Improvement Fees within Belleview Station.
- Line 3B** Enter sales to other licensed dealers for resale.
- Line 3C** Enter unsecured bad debts from open accounts written off during the period. Enter only those bad debts upon which the PIF was previously remitted.
Note: Bad debts are not deductible if PIF Returns are filed on a cash basis, or, if the seller retains title to the merchandise as collateral.
- Line 3D** Enter the amount allowed customers for trade-ins during the period.
Note: This deduction is allowed only if the exchanged property will be resold at retail by the retailer.
- Line 3E** Enter receipts from sales to religious, charitable or governmental organizations which are exempt from Denver tax.
- Line 3F** Enter the sales amount goods returned during the period on which the PIF was previously remitted.
- Line 3G** Enter receipts from sales of cigarettes and gasoline.
- Line 3H** Enter receipts from sales of prescription medicines.
- Line 3I** Enter receipts from sales of grocery foods purchased with food stamps or WIC funds.
- Line 3J** Enter receipts from the portion(s) of any individual sale(s) exceeding \$10,000 (e.g., if an individual sale is \$14,330, then enter \$4,330, or if two individual sales are \$14,330 and \$22,500, then enter the sum of \$4,330 and \$12,500, or \$16,830).
- Line 3K** Enter any other deductions. Attach a detailed explanation including reasons/methods of computing.
- Line 3L** Enter the total of Lines 3A through 3K.
- Line 4** Enter the difference between Lines 2B and 3L.
- Line 5** Enter the amount, if any, of the PIF collected from customers in excess of the amount in Line 4.
- Line 6** Enter the totals of Lines 4 and 5.
- Line 7A** If your return is filed after the due date, enter 10% of Line 6, or \$100.00, whichever is greater.
Note: Any return not received by the due date is considered late and subject to the Late Charge.
- Line 7B** If your return is filed after the due date, enter 0.03287% of Line 6 for every day past due. Interest accrues at an annual rate of 12% of the PIF amount beginning on the first day after the due date.
- Line 8** Enter the total of Lines 6, 7A and 7B.
- Line 9** Enter any credits claimed. Attach a detailed explanation including reasons/methods of computing.
- Line 10** Enter the difference between Lines 8 and 9. Include with your return a check or money order payable to "Belleview Station Public Improvement Company."

If you need further assistance, please contact CliftonLarsonAllen at (303) 265-7949.

ACCOUNT CHANGE OR CLOSURE REQUEST FORM

Use this form to notify Agent of (i) any change in the trade name (or d/b/a); (ii) any change of business or mailing address; (iii) any change in your required filing frequency as set forth above; (iv) any temporary closures of your business; or (v) any closure of your PIF account. If you are closing your account, please indicate the appropriate reason.

Account #: _____ Business Name: _____

Please provide the following information regarding the requested changes to the selected account(s):

ACCOUNT CLOSURE:

Date of business closure: _____

- Out of Business Never Began Business Opened Account in Error
 No Taxable Sales Seasonal Business
 Business, employees and all sales, services, or other taxable activity have moved out of Belleview Station. (Please include the new address below.)
 Business has moved out of Belleview Station, BUT sales activity in Belleview Station will continue. (Accounts should remain open - please complete address change below.)
 Business has been sold or changed ownership: Date of business sale: _____
Name of new owner: _____ Phone #: _____
Address: _____ City/State/Zip: _____

NAME, ADDRESS, PHONE NUMBER, OR FILING FREQUENCY CHANGE:

New Business Name: _____

New Address: _____ City/State/Zip: _____

- Location Address Mailing Address Both Location & Mailing Address

New Phone #: _____ New Filing Frequency: _____

If business is temporarily closed, give dates to be closed: _____

In order to complete any of the requested changes, a signature must be included.

Cancel my account effective: _____ Cause of Closure: _____

Print Name: _____ Contact #: _____

SIGNATURE: _____ **DATE:** _____

Mail completed form to:

Belleview Station Public Improvement Company
c/o CliftonLarsonAllen
8390 E. Crescent Parkway, Suite 300
Greenwood Village, CO 80111

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