### COMPUTATION OF RETAIL SALES FEE

<table>
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<tr>
<th>PERIOD</th>
<th>DUE DATE</th>
<th>CITY ACCT #</th>
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1. **GROSS SALES and SERVICES**
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 Line 4 and Line 5)
7. Adjustments  
   ADD (Additional Amount Due)
   Prior Periods  
   Deduct (Credit Due to Merchant)
8. Late Filing  
   Penalty: 10% of line 6 or $15.00 whichever is greater
   Interest: 1% of line 6 per month
9. **TOTAL RETAIL SALES FEE DUE AND PAYABLE**  
   Payable to: CENTERRA RETAIL SALES FEE CORPORATION

### RSF Payment Form Instructions

- **Line 1:** Report all sales made during the period covered.
- **Line 2:** Deduct only those exempted sales allowed. These exemptions are the same as the City of Loveland's sales tax exemptions.
- **Line 3:** To calculate sales subject to RSF subtract Line 2 from Line 1.
- **Line 4:** To calculate the RSF due, multiply Line 3 by 1.0%.
- **Line 5:** Any excess RSF collected must be reported on Line 5 and remitted.
- **Line 6:** To calculate the total RSF due, add Line 4 and Line 5.
- **Line 7:** Add or deduct any under or overpayment from previous periods.
- **Line 8:** Add 10% or $15.00 whichever is greater and Interest is calculated at 1% per month.
- **Line 9:** To calculate, total RSF due, add Line 6, 7 and 8.

Make Checks Payable To: CENTERRA RETAIL SALES FEE CORPORATION

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

By:  
Company:  
Phone:  
Title:  
Date: