

Capital City Downtown Business Improvement District

It is the purpose of the Capital City Downtown Business Improvement District (BID), under the authority of the City of Topeka (3.40.020 TMC) to fund a variety of activities designed to improve, maintain and promote downtown Topeka. The district programs are those that are in addition to programs routinely provided by the City.

The Downtown Topeka, Inc. website (www.downtowntopekainc.com) promotes downtown Topeka and the businesses within the BID, as a benefit of the annual service fee. Call 234-9336 to learn how your business can be included on the website.

BUSINESS IMPROVEMENT DISTRICT INFORMATION

- (1) Government, religious and certain non-profit organizations are exempt from this service fee.
- (2) The service fee is calculated by multiplying the service fee rate (\$.0525) times the amount of floor area devoted to your business.
- (3) The service fee is based upon the status of occupancy of your business or property as of January 1st. Subsequent changes such as an increase or decrease in the amount of floor area or discontinuance of the business will not affect the service fee amount due for the year.
- (4) If your service fee is higher than \$500 you may decide to pay it in two equal payments. Due dates are printed on the invoices.
- (5) You are urged to carefully review all pertinent information with respect to your business and/or property. In the event the square footage listed is incorrect, please note this with the remittance of your service fee and adjust the calculation, which is the square footage multiplied by \$.0525.
- (6) In a building occupied by a *single* business, you may exclude the actual measured square footage of public toilets, corridors, stairwells, elevators, mechanical equipment rooms, lobbies, mall areas, or hotel sleeping rooms, or fifteen percent (15%) of the building gross square footage, whichever is greater.

The service fee and remittance advice is to be returned to:

**City of Topeka, Business Improvement District
Accounts Receivable
215 SE 7th, Room 358
Topeka, KS 66603**

The City of Topeka contracts with Downtown Topeka, Inc. for administration of the Business Improvement District. If you have any questions about this, please visit www.downtowntopekainc.com or call the Downtown Topeka, Inc. office at 234-9336.