



What is COFIM?

The **Municipal Finance Corporation**, known by its Spanish acronym **COFIM**, is a public corporation and instrumentality of the Commonwealth of Puerto Rico, attached to the Government Development Bank. COFIM is authorized to issue bonds and use other financing mechanisms to pay or refinance, directly or indirectly, in whole or in part, the debts of the municipalities of the Commonwealth payable or backed by the municipal sales and use tax (SUT).

WHAT DOES THE COFIM ACT PROVIDE FOR?

Pursuant to this Law, COFIM will receive all the revenues imposed and collected at the municipal level. It will guarantee the proper allocation of the funds and especially those required for the payment of outstanding debt guaranteed by the sales and use tax (SUT) collections. COFIM will provide the municipalities and the Treasury Department with detailed information about the funds collected, in order to conduct better fiscal oversight of SUT collections.

FILING AND PAYMENT OPTIONS

PORTAL FOR MERCHANTS (COFIM webpage)

- Beginning on **February 1, 2015**, available for **ALL** municipalities, except for:
 - Merchants in the Autonomous Municipalities of **Bayamón, Canóvanas, Carolina, Guaynabo, Isabela, Mayagüez, Ponce, San Juan** and **Trujillo Alto**, which have their own municipal webpages. If you have any doubts, you must contact the pertinent municipality.
- All filings through the COFIM webpage or through any Municipal webpage must include among other things: the merchant registry number by location assigned by the Treasury Department, the corresponding identification number of the municipality and the corresponding payment.
- An explanation of the process for amending Municipal SUT Returns will be included in the Questions and Answers Section of the COFIM webpage.

BANK BRANCHES*

- Merchants have the option of using any Banco Popular Branch for filing and paying the SUT returns, except for the merchants of the Autonomous Municipalities of Bayamón, Canóvanas Carolina, Guaynabo, Isabela, Mayagüez and Trujillo Alto.
- The merchants of the Autonomous Municipalities of Carolina and Trujillo Alto have the alternative of filing and paying the municipal SUT returns at any First Bank branch.
- SUT returns received by bank branches will be delivered to the processing center on a daily basis.
- As part of this process, images of the return will be captured and data will be entered.
- Instructions for accepting payments at bank branches:
 - Only pre-encoded SUT returns may be accepted.
 - Each return must be filed with its payment.
 - Returns with no payment will not be accepted at bank branches. These returns must be filed at the corresponding municipality or through the COFIM webpage.
- Accepted Payment Methods:
 - Cash
 - Debit Cards (“ATH”) (issued by corresponding bank)
 - Checks payable to COFIM – Municipality of (name of the municipality)
 - Money Orders / Manager Checks payable to COFIM – Municipality of (name of the municipality)

*** Filing and payment of the SUT at banks other than BPPR and First Bank branches are subject to an agreement between COFIM and the corresponding bank.**

CERTIFIED COLLECTING MUNICIPALITY

- Merchants have the option of filing and paying the SUT at certified collecting municipalities. The duly certified list of the municipalities is posted at the COFIM webpage.
- Municipalities that meet certain requirements may take the steps to become certified in order to accept filings and payments through their Municipal Collections Officer. This information will be transmitted on a daily basis to the COFIM data base.



- Checks must be payable to COFIM – Municipality of (name of the municipality).
- Checks must be endorsed using a stamp that includes the name and the code of the Municipality.
- All checks must include the number of the merchant and must be payable to COFIM – Municipality of (name of the municipality).
- The Municipal Collections Officer must perform a daily reconciliation of the money and SUT returns received.

NEW MUNICIPAL SUT RETURNS

Municipal SUT returns will be available at the corresponding **City Hall**, at the facilities of the **Puerto Rico Society of Certified Public Accountants** and at the **Government Development Bank**.

IMPORTANT

- 1) The returns bear the Municipality's Printed Name and Code.
- 2) Merchants must have a Puerto Rico Treasury Department's Merchant's Registration Number prior to filing the SUT returns.
- 3) If the amount(s) is(are) over five digits, the left side of the space provided in the return should be used (applicable only to COFIM returns).
- 4) The municipal SUT returns are **due on the 20th day of the following month**. When the 20th falls on a **Saturday, Sunday, or holiday**, the due date will be moved to the next working day.

Beginning on February 1, 2015, the following 45 municipalities will be added to COFIM*:



*** Please contact your municipality to find out if it has complied with COFIM's requirements to become a Certified Collecting Municipality.**

For more information, you may contact the **Finance Director of your municipality** or send an email to: **COFIM@bgfpr.com**



COMMONWEALTH OF
PUERTO RICO
Municipal Finance Corporation
ATTACHED TO THE GOVERNMENT DEVELOPMENT BANK
FOR PUERTO RICO



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