

City of Emeryville, CA  
MuniServices, LLC – as administering agent  
438 E Shaw Avenue Box 367  
Fresno, CA 93710



July 12, 2013

Dear Utility Service Provider:

**\*\*IMPORTANT UTILITY USERS TAX INFORMATION FOR THE CITY OF EMERYVILLE \*\***

The City of Emeryville has chosen MuniServices, LLC to assist the City's staff in the collection of the Utility Users Tax. Service Providers will begin filing their Utility Users Tax returns and remitting tax payments to MuniServices on behalf of the City of Emeryville beginning with **tax period July 2013. (Taxes due on or before August 20<sup>th</sup>)**

For your convenience, we have enclosed three customized remittance forms from MuniServices, LLC. The MuniServices form should be completed and remitted along with your tax payment each month beginning with tax period July 2013. You may make copies as needed. As an added convenience, **online filing will also be available for the City of Emeryville beginning August 1<sup>st</sup>** at [www.salestaxonline.com](http://www.salestaxonline.com) with the ability to pay via ACH Debit. Coming Soon: Credit Cards! The online filing link and downloadable forms are also available on the MuniServices website at [www.revds.com](http://www.revds.com).

**Please note that payments and correspondence for the City of Emeryville Utility Users Tax must be sent to the MuniServices address listed below effective tax period July 2013.** Failure to use the MuniServices, LLC forms or online filing may result in an unnecessary delinquency notification. As a reminder, the City of Emeryville Utility Users Tax is **due on or before the 20<sup>th</sup> day of the month** for the preceding month's taxes. Please review the customized forms upon receipt and contact MuniServices immediately if any changes to your account information need to be made. This will ensure timely receipt of your payment and avoid any misguided notifications.

Please update your accounting system and/or notify your business' tax preparer to mail all Utility Users Tax remittances and correspondence for the City of Emeryville to the following address effective tax period July 2013 (due on or before August 20<sup>th</sup>):

**MuniServices, LLC • 438 E Shaw Avenue Box 367 • Fresno, CA 93710**  
**Phone (866) 240-3665 • Fax (205) 423-4099**  
**Email: [support@muniservices.com](mailto:support@muniservices.com) • Website: [www.revds.com](http://www.revds.com)**  
**Online Filing: [www.salestaxonline.com](http://www.salestaxonline.com)**

We know that you will have questions or perhaps require additional information, so please do not hesitate to contact MuniServices' Taxpayer Support at **(866) 240-3665 Monday- Friday 7:30 am - 4:30 pm PST. You may also contact Support via email at [support@muniservices.com](mailto:support@muniservices.com).** Thank you.

Sincerely,

Debra Auker, City of Emeryville Director of Administrative Services, in partnership with MuniServices, LLC Client and Taxpayer Support

City of Emeryville  
Office Location:  
1333 Park Avenue  
Emeryville, CA 94608-3517  
Phone: (510) 596-4300

**Remittance Address:**  
**MuniServices, LLC**  
**438 E Shaw Avenue Box 367**  
**Fresno, CA 93710**  
Phone: (866) 240-3665 Toll Free  
Monday – Friday 7:30 a.m. – 4:30 p.m. PST  
Fax: (205) 423-4099  
Email: [support@muniservices.com](mailto:support@muniservices.com)