

City of Haltom City, TX  
MuniServices, LLC – as administering agent  
2437 Bay Area Blvd #411  
Houston, TX 77058-1519



May 2, 2013

Dear Business Owner / Tax Manager:

**\*\*\*INFORMATION REGARDING HOTEL OCCUPANCY TAX REPORTING CHANGES\*\*\***  
**\*\*\*DO NOT DISREGARD\*\*\***

The City of Haltom City recently passed Ordinance No. 0-2013-007-03, amending Chapter 30, Article III of the Haltom City Code of Ordinances. Please see the below changes for hotel occupancy tax which are **effective May 1, 2013**.

Section 30-69(b): Hotel occupancy tax reports and tax collections are due on or before the last day of the month following the month in which the tax is collected. **Reports and taxes will now be due on a monthly basis instead of quarterly.**

Section 30-69(c): A **penalty of 10%** will be charged for failure to timely file or pay.

For your convenience, we have enclosed three customized remittance tax forms which reflect the updated due date and penalty information. As a reminder, online filing is also available at [www.salestaxonline.com](http://www.salestaxonline.com).

Please update your accounting system and/or notify your business' tax preparer of the above changes that are **effective May 1, 2013**.

For all other questions regarding Hotel Occupancy Tax, please contact MuniServices Taxpayer Support at **(866) 240-3665 Monday- Friday 7:30 am - 4:30 pm CST**. You may also contact us via email at [support@muniservices.com](mailto:support@muniservices.com). Thank you.

Sincerely,  
MuniServices, LLC Client and Taxpayer Support

Office Location:  
City of Haltom City  
5024 Broadway Avenue  
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Phone: (817) 222-7700

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