

City of Amarillo, TX (8034)  
MuniServices, LLC – as administering agent  
PO Box 830725  
Birmingham, AL 35283-0725



October 26, 2015

Dear Business Owner / Tax Manager:

**\*\*IMPORTANT HOTEL OCCUPANCY TAX FOR CITY OF AMARILLO &  
AMARILLO-POTTER EVENTS VENUE DISTRICT TAX INFORMATION \*\***

The City of Amarillo, TX has chosen MuniServices, LLC as a partner to assist the City's staff in the collection of the Hotel Occupancy Tax for City of Amarillo and Amarillo-Potter Events Venue District Tax. Businesses will begin filing their returns and remitting tax payments to MuniServices on behalf of the City of Amarillo beginning with the October 2015 tax period (Month ending October 31st with taxes due on or before November 10th).

For your convenience, we have enclosed a customized remittance form from MuniServices, LLC. This form should be completed and remitted along with your tax payments each month beginning with the October 2015 tax period. You may make copies as needed. Downloadable forms are also available at [www.revds.com](http://www.revds.com). Coming soon: Paperless online filing!

**Please note that all payments and correspondence for the Hotel Occupancy Tax for City of Amarillo and Amarillo-Potter Events Venue District Tax must be sent to the MuniServices address listed below effective November 1st.** Failure to use the MuniServices, LLC forms may result in an unnecessary delinquency notification. Please review the customized form upon receipt and contact our office 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. **As a reminder, Hotel Occupancy Tax for City of Amarillo and Amarillo-Potter Events Venue District Tax are due on or before the 10th of each month.**

Please update your accounting system and/or notify your business' tax preparer to mail all Hotel Occupancy Tax for City of Amarillo and Amarillo-Potter Events Venue District Tax remittances and correspondence for the City of Amarillo to the following address effective tax period October 2015:

**MuniServices, LLC • PO Box 830725 • Birmingham, AL 35283-0725**  
**Toll Free Phone (866) 240-3665 • Fax (844) 528-6529**  
**Email: [support@muniservices.com](mailto:support@muniservices.com) • Website: [www.revds.com](http://www.revds.com)**

We are excited to have the opportunity to serve the City of Amarillo business community. We are committed to making this transition as seamless as possible and hope that you will work with us in this endeavor.

If you have questions or perhaps require additional information, please contact Taxpayer Support via email at [support@muniservices.com](mailto:support@muniservices.com) or toll free at (866) 240-3665.

Sincerely,  
MuniServices, LLC

**City of Amarillo, TX**

City Hall:  
509 S.E. Seventh Avenue  
Amarillo, TX 79105  
Phone: (806) 378-3000

Mailing Address:

All Tax Returns and Tax Payments to be Mailed to:  
MuniServices, LLC

**MuniServices, LLC**

Remittance Address:  
PO Box 830725  
Birmingham, AL 35283-0725  
Phone (866) 240-3665  
Fax: (844) 528-6529

Email: [support@muniservices.com](mailto:support@muniservices.com)