

City of Balcones Heights
MuniServices, LLC – as administering agent
PO Box 830725
Birmingham, AL 35283-0725



November 1, 2013

Dear Business Owner / Tax Manager:

****IMPORTANT HOTEL OCCUPANCY TAX INFORMATION FOR THE CITY OF BALCONES HEIGHTS ****

The City of Balcones Heights has chosen MuniServices, LLC to assist the City's staff in the collection of the Hotel Occupancy Tax. Businesses will begin filing their Hotel Occupancy Tax returns and remitting tax payments to MuniServices on behalf of the City of Balcones Heights beginning with tax period November 2013. (Taxes due on or before December 20th)

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 November 2013. You may make copies as needed. Downloadable forms are also available on the MuniServices website at www.revds.com.

Please note that payments and correspondence for the City of Balcones Heights Hotel Occupancy Tax must be sent to the MuniServices address listed below effective tax period November 2013. Failure to use the MuniServices, LLC forms may result in an unnecessary delinquency notification. **As a reminder, the City of Balcones Heights hotel occupancy tax is due on or before the 20th of the month following each monthly period.** Please review the customized forms 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.

Please update your accounting system and/or notify your business' tax preparer to mail all Hotel Occupancy Tax remittances and correspondence for the City of Balcones Heights to the following address effective tax period November 2013 (due on or before December 20th):

MuniServices, LLC • PO Box 830725 • Birmingham, AL 35283-0725
Phone (866) 240-3665 • Fax (205) 423-4099
Email: support@muniservices.com • Website: www.revds.com

We are excited to have the opportunity to serve the City of Balcones Heights business community. We are committed to making this transition as seamless as possible and hope that you will work with us in this endeavor. We know you will have questions or perhaps require additional information, so please do not hesitate to contact 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. Thank you.

Sincerely,
MuniServices, LLC Client and Taxpayer Support

City of Balcones Heights
Office Location:
3300 Hillcrest Drive
Balcones Heights, TX 78201
Phone: (210) 735-9148

Remittance Address:
MuniServices, LLC
PO Box 830725
Birmingham, AL 35283-0725
Phone: (866) 240-3665
Toll Free Monday – Friday 7:30 a.m. – 4:30 p.m. CST
Fax: (205) 423-4099
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