

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



April 26, 2013

Dear Business Owner / Tax Manager:

****IMPORTANT HOTEL OCCUPANCY TAX INFORMATION FOR THE CITY OF COLLEGE STATION ****

The City of College Station 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 College Station beginning with tax period May 2013. (Taxes due on or before June 30th)

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 May 2013. You may make copies as needed. As an added convenience, **online filing will also be available for the City of College Station beginning June 1st** at www.salestaxonline.com. The online filing link and downloadable forms are also available on the MuniServices website at www.revds.com.

Please note that payments and correspondence for the City of College Station Hotel Occupancy Tax must be sent to the MuniServices address listed below effective tax period May 2013. Failure to use the MuniServices, LLC forms or online filing may result in an unnecessary delinquency notification. **As a reminder, the City of College Station hotel occupancy tax is due on or before the last day 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.

Taxpayer Education Day: The City of College Station and MuniServices will be hosting a Taxpayer Education Day to assist hotel proprietors with online filing information and to answer questions regarding hotel occupancy tax.

When: Monday, May 13, 2013

Time: 10 a.m. – Noon

Where: City Hall – 2nd Floor Conference Room 1 • 1101 Texas Avenue • College Station, TX 77842

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 College Station to the following address effective tax period May 2013 (due on or before June 30th):

MuniServices, LLC • 2437 Bay Area Blvd #411 • Houston, TX 77058-1519

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 College Station 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 College Station
Office Location:
1101 Texas Avenue
College Station, TX 77840
Phone: (979) 764-3555

Remittance Address:
MuniServices, LLC
2437 Bay Area Blvd #411
Houston, TX 77058-1519
Phone: (866) 240-3665
Toll Free Monday – Friday 7:30 a.m. – 4:30 p.m. CST
Fax: (205) 423-4099
Email: support@muniservices.com