

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



March 18, 2013

MuniServices Account #: _____

Dear Business Owner / Tax Manager:

****IMPORTANT HOTEL OCCUPANCY TAX INFORMATION FOR THE CITY OF HALTOM CITY, TX ****

The City of Haltom City has chosen MuniServices, LLC as a partner 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 Haltom City beginning with tax quarter ending March 31, 2013. (Taxes due on or before April 30th)

Online filing will be available at www.salestaxonline.com for Haltom City beginning April 1st. For your convenience, we have also enclosed customized remittance tax forms that can be used if you choose to file and remit via paper return. Copies can be made as needed.

Please note that payments and correspondence for the City of Haltom City Hotel Occupancy Tax must be sent to the MuniServices address listed below effective April 1, 2013. Failure to use the MuniServices, LLC forms or online filing 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.

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 Haltom City to the following address effective tax quarter ending March 31, 2013 (due on or before April 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
Checks Made Payable To: Tax Trust Account

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

Proposed City Ordinance Changes Regarding Hotel Occupancy Tax: The City of Haltom City has scheduled two meetings for the consideration and/or action regarding approval of proposed changes to the City's Hotel Occupancy Tax ordinance. Proposed changes to the City's ordinance include changing the filing requirement from quarterly to monthly and implementing a late payment fee of 10%. The first reading is scheduled for Monday, March 25, 2013, with a second reading scheduled for Monday, April 8, 2013. Both meetings are scheduled for 7:00 p.m. at City Hall. For questions regarding these proposed changes, please contact the City Secretary's office at (817) 222-7749.

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. Thank you.

Sincerely,
MuniServices, LLC Client and Taxpayer Support

Office Location:
City of Haltom City
5024 Broadway Avenue
Haltom City, TX 76117
Phone: (817) 222-7700

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