

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



[taxpayer's info]

March 25, 2013

MuniServices Account #: *****

Dear Business Owner / Tax Manager:

****IMPORTANT HOTEL OCCUPANCY TAX INFORMATION FOR THE CITY OF MOUNT VERNON ****

The City of Mount Vernon 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 Mount Vernon beginning with tax period April 2013. (Taxes due on or before May 20th)

For your convenience, we have enclosed one customized remittance tax form. Copies can be made as needed. Downloadable forms are also available on our website at www.revds.com. **Please note that payments and correspondence for the City of Mount Vernon Hotel Occupancy Tax must be sent to the MuniServices address listed below effective tax period April 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. **As a reminder, the City of Mount Vernon hotel occupancy tax is due on or before the 20th of the month following each monthly period.**

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 Mount Vernon to the following address effective tax period April 2013 (due on or before May 20th):

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 Mount Vernon business community. We are committed to making this transition as seamless as possible and hope that you will work with us in this endeavor.

For additional information, 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 Mount Vernon
109 North Kaufman Street
Mount Vernon, TX 75457
Phone: (903) 537-2252

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