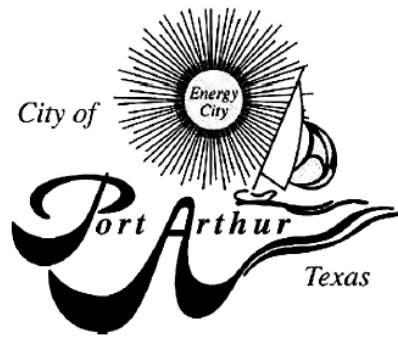


City of Port Arthur
MuniServices, LLC – as administering agent
PO Box 830725
Birmingham, AL 35283-0725



June 17, 2013

Dear Business Owner / Tax Manager:

****IMPORTANT HOTEL OCCUPANCY TAX INFORMATION FOR THE CITY OF PORT ARTHUR ****

The City of Port Arthur 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 Port Arthur beginning with tax period June 2013. (Taxes due on or before July 20th)

Online Filing for Port Arthur, TX Hotel Occupancy Tax will be available on July 1st at www.salestaxonline.com. For your convenience, we have also 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 June 2013. You may make copies as needed. Visit www.revds.com for a quick link to online filing or downloadable forms.

Please note that payments and correspondence for the City of Port Arthur Hotel Occupancy Tax must be sent to the MuniServices address listed below effective tax period June 2013. Failure to use the MuniServices, LLC forms or online filing may result in an unnecessary delinquency notification. **As a reminder, the City of Port Arthur 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 Port Arthur to the following address effective tax period June 2013 (due on or before July 20th):

MuniServices, LLC • Attn: TX Hotel Occupancy Tax • 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 Port Arthur 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 Port Arthur
Office Location:
444 – 4th Street
Port Arthur, TX 77640
Phone: (409) 983-8174

Remittance Address:
MuniServices, LLC
Attn: TX Hotel Occupancy Tax
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
Email: support@muniservices.com