

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



January 3, 2013

MuniServices Account #: *****

Dear Business Owner / Tax Manager:

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

The City of Texarkana, TX 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 Texarkana beginning with the 1st Quarter 2014 taxes. (Quarter ending March 31st with taxes due on or before April 30th)

For your convenience, we have enclosed one customized remittance form from MuniServices, LLC. This form should be completed and remitted along with your tax payments each quarter beginning with the 1st quarter's taxes. You may make copies as needed. Downloadable forms are also available online at www.revds.com.

Please note that all payments and correspondence for the City of Texarkana Hotel Occupancy Tax must be sent to the MuniServices address listed below effective April 1st. Failure to use the MuniServices, LLC forms 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, Hotel Occupancy Tax is due on or before the last day of the month following each quarterly 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 Texarkana to the following address effective with 1st Quarter 2014 (due on or before April 30th):

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 Texarkana 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 Texarkana, TX
Office Location:
220 Texas Blvd • Texarkana, TX 75501
Phone: (903) 798-3900
Mailing Address:
All Tax Returns and Tax Payments to be Mailed to:
MuniServices, LLC

MuniServices, LLC
Remittance Address:
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