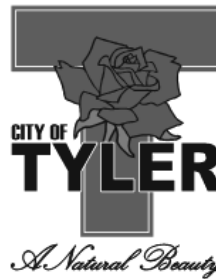


City of Tyler, TX
MuniServices, LLC – as administering agent
PO Box 830725
Birmingham, AL 35283-0725



October 31, 2013

MuniServices Account #: *****

Dear Business Owner / Tax Manager:

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

The City of Tyler, 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 Tyler **beginning with tax period November 2013**. (Taxes due on or before December 20th.)

Online filing will be available at www.salestaxonline.com for Tyler beginning December 1st. This site may also be accessed through the City of Tyler Finance Department's website. For your convenience, we have also enclosed three customized remittance forms from MuniServices, LLC. Additional information is also available on our website at www.revds.com. Failure to use online filing or to use the MuniServices, LLC forms may result in an unnecessary delinquency notification. 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. As a reminder, Hotel Occupancy Tax is **due on or before the 20th** of the month for the preceding month's collections.

Taxpayer Education Day: The City of Tyler 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: Wednesday, November 20, 2013

Time: 10 a.m. – Noon

Where: Finance Department • 304 N Border Ave • Tyler, TX 75702

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 Tyler to the following address effective with tax period November 2013 (due on or before December 20th):

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 Tyler 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 Tyler, TX
Office Location:
304 N Border Avenue • Tyler, TX 75702
Phone: (903) 531-1138
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