

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



BRADY
THE CITY OF
TEXAS



May 24, 2012

MuniServices Account #: *****

Dear Business Owner / Tax Manager:

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

The City of Brady, 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 Brady beginning with the 2nd Quarter 2012 taxes. (Quarter ending June 30th with taxes due on or before July 31st)

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 2nd 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 Brady Hotel Occupancy Tax must be sent to the MuniServices address listed below effective July 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 Brady to the following address effective with 2nd Quarter 2012 (due on or before July 31st):

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

We are excited to have the opportunity to serve the City of Brady 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 Brady, TX
Office Location:
201 East Main • Brady, TX 76825
Phone: (325) 597-2152
Mailing Address:
All Tax Returns and Tax Payments to be Mailed to:
MuniServices, LLC

MuniServices, LLC
Remittance Address:
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