

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



February 3, 2012

MuniServices Account #:

Dear Business Owner / Tax Manager:

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

The City of Humble, TX has chosen MuniServices, LLC as a partner to assist the City of Humble'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 Humble beginning tax period February 2012 (taxes due in March).

Enclosed with this letter, you will find three customized monthly tax remittance forms from MuniServices, LLC. This form should be completed and remitted along with your tax payments beginning with tax period February 2012. You may make copies as needed. Downloadable forms are also available online at www.revds.com.

Online filing will also be available to taxpayers. For information regarding online filing, please visit our website at www.revds.com. Payment via ACH Debit is currently available online.

Please note that all payments and correspondence for hotel occupancy tax must be sent to the MuniServices address listed below effective March 1st. Failure to use the MuniServices, LLC forms may result in a 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 unnecessary delinquent tax notifications. **As a reminder, hotel occupancy tax is due on or before the 20th day of each month for the preceding month's taxes.**

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 Humble to the following address effective **March 1st**:

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 • Online Filing: www.salestaxonline.com

We are excited to have the opportunity to serve the City of Humble 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.

Sincerely,
MuniServices, LLC
Client and Taxpayer Support

City of Humble
Office Location:
114 W. Higgins • Humble, TX 77338
Phone: (281) 446-3061
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