



May 16, 2011

Dear Business Owner / Tax Manager:

**\*\*IMPORTANT HOTEL OCCUPANCY TAX INFORMATION FOR THE CITY OF LA PORTE, TX \*\***

The City of La Porte, TX has chosen MuniServices, LLC as a partner to assist the City of La Porte'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 La Porte beginning June 1, 2011.

Enclosed with this letter, you will find one customized form from MuniServices, LLC. This form should be completed and remitted along with your tax payment following June 1, 2011. You may make copies as needed. Downloadable forms are also available online at [www.revds.com](http://www.revds.com).

Online filing will also be available to taxpayers effective June 1<sup>st</sup>. For information regarding online filing, please visit our website at [www.revds.com](http://www.revds.com).

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.

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 La Porte to the following address effective **June 1<sup>st</sup>**:

**MuniServices, LLC • 2437 Bay Area Blvd #411 • Houston, TX 77058-1519**  
**Phone (866) 240-3665 • Fax (205) 423-4099 • Email: [support@muniservices.com](mailto:support@muniservices.com)**  
**Website: [www.revds.com](http://www.revds.com)**

We are excited to have the opportunity to serve the City of La Porte 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](mailto:support@muniservices.com).

Sincerely,  
MuniServices, LLC  
Client and Taxpayer Support

**City of La Porte**  
Office Location:  
604 W. Fairmont Parkway  
La Porte, TX 77571  
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](mailto:support@muniservices.com)