

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



August 1, 2012

MuniServices Account #: \*\*\*\*\*

Dear Business Owner / Tax Manager:

**\*\*IMPORTANT HOTEL OCCUPANCY TAX INFORMATION FOR THE CITY OF LIVE OAK, TX \*\***

The City of Live Oak, 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 Live Oak beginning with the 3rd Quarter 2012 taxes. (Quarter ending September 30<sup>th</sup> with taxes due on or before October 31<sup>st</sup>)

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 3rd quarter's taxes. You may make copies as needed. Downloadable forms are also available online at [www.revds.com](http://www.revds.com).

**Please note that all payments and correspondence for the City of Live Oak Hotel Occupancy Tax must be sent to the MuniServices address listed below effective October 1<sup>st</sup>.** 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 Live Oak to the following address effective with 3rd Quarter 2012 (due on or before October 31st):

**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 Live Oak 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). Thank you.

Sincerely,  
MuniServices, LLC  
Client and Taxpayer Support

**City of Live Oak, TX**  
Office Location:  
8001 Shin Oak Drive • Live Oak, TX 78233  
Phone: (210) 653-9140  
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)