

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



March 30, 2012

MuniServices Account #: *****

Dear Business Owner / Tax Manager:

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

The City of Palestine, 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 Palestine beginning with tax period April 2012 (taxes due on or before May 20th).

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 each month beginning with the April 2012 tax period. 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 Palestine Hotel Occupancy Tax must be sent to the MuniServices address listed below effective May 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 20th of each month for the preceding month's collections.**

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 Palestine to the following address effective with the April 2012 tax period (due on or before May 20th):

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 Palestine 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 Palestine, TX
Office Location:
504 N. Queen Street • Palestine, TX 75801
Phone: (903) 731-8404
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