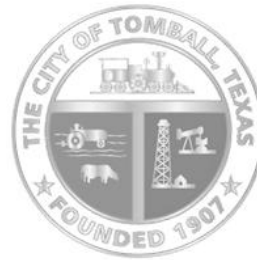


City of Tomball, TX
MuniServices, LLC – as administering agent
2437 Bay Area Blvd #411
Houston, TX 77058-1519



May 30, 2013

Dear Business Owner / Tax Manager:

****IMPORTANT HOTEL OCCUPANCY TAX INFORMATION FOR THE CITY OF TOMBALL ****

The City of Tomball 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 Tomball beginning with 2nd quarter ending June 30, 2013. (Taxes due in July)

For your convenience, we have also enclosed one customized remittance tax form for use in filing. Copies can be made as needed. **Please note that payments and correspondence for the City of Tomball Hotel Occupancy Tax must be sent to the MuniServices address listed below effective 2nd Quarter 2013.** 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, the City of Tomball hotel occupancy tax is due on or before last day of the month following each quarter period. (Example: 2nd quarter 2013 taxes are due on or before July 31, 2013.)**

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 Tomball to the following address effective 2nd quarter 2013:

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
Checks Made Payable To: Tax Trust Account

We are excited to have the opportunity to serve the City of Tomball business community. We are committed to making this transition as seamless as possible and hope that you will work with us in this endeavor.

For additional information, please contact MuniServices 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

Office Location:
City of Tomball
401 Market Street
Tomball, TX 77375
Phone: (281) 351-5484

Remittance Address:
MuniServices, LLC
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