

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



February 20, 2013  
MuniServices Account #: \_\_\_\_\_

Dear Business Owner / Tax Manager:

**\*\*IMPORTANT HOTEL OCCUPANCY TAX INFORMATION FOR THE CITY OF ROSENBERG \*\***

The City of Rosenberg 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 Rosenberg beginning with tax period March 2013. (Taxes due on or before April 20<sup>th</sup>)

**Online filing will be available at [www.salestaxonline.com](http://www.salestaxonline.com) for Rosenberg beginning April 1st.** For your convenience, we have also enclosed one customized remittance tax form that can be used if you choose to file and remit via paper return. Copies can be made as needed. **Please note that payments and correspondence for the City of Rosenberg Hotel Occupancy Tax must be sent to the MuniServices address listed below effective tax period March 2013.** Failure to use the MuniServices, LLC forms or online filing 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 Rosenberg hotel occupancy tax is due on or before the 20<sup>th</sup> of the month following each monthly 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 Rosenberg to the following address effective tax period March 2013 (due on or before April 20<sup>th</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)  
*Checks Made Payable To: Tax Trust Account*

**Taxpayer Education Day:** The City of Rosenberg and MuniServices, LLC will be hosting a Taxpayer Education Day to assist hotel proprietors with online filing information and to answer questions regarding hotel occupancy tax.

**When:** Monday, March 4, 2013  
**Meeting:** 10:00 a.m. – 12:00 p.m.  
**Luncheon:** 12:00 p.m. – 1 p.m.  
**Where:** Rosenberg Civic Center  
3825 Highway 36 South  
Rosenberg, TX 77471

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

Sincerely,  
MuniServices, LLC Client and Taxpayer Support

Office Location:  
City of Rosenberg  
2110 – 4<sup>th</sup> Street  
Rosenberg, TX 77471  
Phone: (832) 595-3300

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](mailto:support@muniservices.com)