

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



MuniServices Account #: *****

Dear Business Owner / Tax Manager:

****IMPORTANT HOTEL OCCUPANCY TAX INFORMATION FOR THE CITY OF SOUTH PADRE ISLAND ****

The City of South Padre Island 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 South Padre Island beginning with tax period December 2012. (Taxes due on or before January 15th)

Online filing will be available at www.salestaxonline.com for South Padre Island beginning January 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 South Padre Island Hotel Occupancy Tax must be sent to the MuniServices address listed below effective tax period December 2012.** 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 South Padre Island hotel occupancy tax is due on or before the 15th 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 South Padre Island to the following address effective tax period December 2012 (due on or before January 15th):

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

Taxpayer Education Day: The City of South Padre Island 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, December 17, 2012
Times: 9 a.m. – Noon and 1 p.m. – 4 p.m.
Where: South Padre Island Convention Centre (Conference Theater)

We are excited to have the opportunity to serve the City of South Padre Island 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 South Padre Island
4501 Padre Boulevard
South Padre Island, TX 78597
Phone: (956)761-8308

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
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