

City of South Padre Island, Texas  
MuniServices, LLC – as administering agent  
PO Box 830725  
Birmingham, AL 35283-0725



## Customer Service



Toll Free Phone: (866) 240-3665  
Toll Free Fax: (855) 219-4338  
Hablamos español



Email: [support@muniservices.com](mailto:support@muniservices.com)  
Website: [www.revds.com](http://www.revds.com)  
Online Filing: [www.salestaxonline.com](http://www.salestaxonline.com)



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January 19, 2017

Dear Business Owner / Tax Manager,

### Why we are writing you

The City of South Padre Island, TX and Cameron County have partnered with MuniServices for the administration of the Venue Tax in order to provide businesses the convenience of one stop filing. Your business previously received a notice from MuniServices concerning the South Padre Island Venue Tax. With the addition of the Cameron County Venue Tax, MuniServices is notifying businesses of the updated remittance process.

### What this means

Businesses will begin remitting the Hotel Occupancy Tax, South Padre Island Venue Tax and Cameron County Venue Tax payments to MuniServices on behalf of the City and the County monthly, beginning with the January 2017 tax period (due February 15<sup>th</sup>). For your convenience, we are enclosing a customized remittance form. This form should be completed and remitted along with your tax payments each month beginning with the January 2017 tax period. Online filing will also be available for the Hotel Occupancy Tax and Venue Taxes beginning February 1, 2017.

### What to do now

Access [www.salestaxonline.com](http://www.salestaxonline.com) beginning **February 1<sup>st</sup>** to file the Hotel Occupancy Tax, South Padre Island Venue Tax and Cameron County Venue Tax online. It is easy, fast and secure! If you choose to file by paper and need additional remittance forms, downloadable forms are available at [www.revds.com](http://www.revds.com). Please note that all payments and correspondence must be sent to the MuniServices address listed above. Failure to use the MuniServices, LLC forms may result in an unnecessary delinquency notification.

*As a reminder, State law requires that each bill or other receipt that reflects these taxes contain a statement in a conspicuous location identifying separately all applicable Hotel Occupancy Tax rates collected by the hotel from the customer. It should identify for the State of Texas a Hotel Occupancy Tax rate of 6%, the City of South Padre Island at 8.5% and a Venue Tax of 2%, and identify any other taxing authority that has imposed a Hotel Occupancy Tax for the room night. Also, if you receive any venue tax bill from Cameron County that exceeds .5%, **please advise us immediately**, as State law mandates that the total maximum hotel occupancy tax rate imposed from all sources **may not exceed 17%**.*

Please review this 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. Update your accounting system and/or notify your business' tax preparer to mail all correspondence to the address above.

We are excited to have the opportunity to serve the City of South Padre Island and Cameron County business community. If you have questions or perhaps require additional information, please do not hesitate to contact us.

Sincerely,  
MuniServices, LLC

