

City of Killeen, 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)



MuniServices, LLC  
PO Box 830725  
Birmingham, AL 35283-0725

March 29, 2017

Dear Business Owner / Tax Manager,

### Why we are writing you

The City of Killeen, TX has chosen MuniServices, LLC as a partner to assist the City's staff in the collection of the Hotel Occupancy Tax.

### What this means

Businesses will begin filing their returns and remitting tax payments to MuniServices on behalf of the City of Killeen monthly beginning with the April 2017 tax period (due last day of May). For your convenience, we have enclosed a customized remittance form. This form should be completed and remitted along with your tax payments each month. Online filing will be available starting May 1, 2017.

### What to do now

Access [www.salestaxonline.com](http://www.salestaxonline.com) beginning May 1<sup>st</sup> to file the Hotel Occupancy 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 for the Hotel Occupancy Tax for the City of Killeen must be sent to the MuniServices address listed above 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. Update your accounting system and/or notify your business' tax preparer to mail all correspondence to the address above effective tax period April 2017.

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

If you have questions or perhaps require additional information, please do not hesitate to contact us.

Sincerely,  
MuniServices, LLC  
Administering agent



**City of Killeen (8042)  
Hotel Occupancy Tax**

**Online filing at: [www.salestaxonline.com](http://www.salestaxonline.com)**

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 City of Killeen • c/o MuniServices, LLC • PO Box 830725 • Birmingham, AL 35283-0725

MuniServices Account Number: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

This space is for changes which have occurred since the last submitted report. If the business has been sold, indicate the new owner's name, mailing address and date of sale.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Instructions:** Select the applicable filing period and complete the information below for your Hotel Occupancy Tax. If payment is mailed, the envelope must be postmarked on or before the due date for the applicable filing period to avoid additional penalties and/or interest. If you are filing for more than one filing period, please complete a separate return for each period.

January  February  March  April  May  June  July  August  September  October  November  December YEAR: 20\_\_\_\_  
*Due Date: Must be postmarked on or before the last day of the preceding month's taxes to be considered timely filed.  
 (Example: October's taxes are due on or before November 30<sup>th</sup>)*

**Total room nights available:** \_\_\_\_\_  
 (8042-31-80)

**Actual nights rented:** \_\_\_\_\_  
 (8042-31-81)

- 1. Gross room receipts **before** exemptions: \$ \_\_\_\_\_
- 2. Minus legal exemptions:
  - (a) Permanent residents: \$ \_\_\_\_\_
  - (b) Diplomatic Personnel with Tax Exemption Card: \$ \_\_\_\_\_
  - (c) Federal or State Employees traveling on official business: \$ \_\_\_\_\_
  - (d) Federal or State Military personnel traveling on official business: \$ \_\_\_\_\_
  - (e) Total exemptions: \$ \_\_\_\_\_

**3. Total taxable room receipts (line 1 minus line 2e):** \$ \_\_\_\_\_  
 (8042-30-11)

4. Total taxable room receipts multiplied by 7% (line 3 x .07): \$ \_\_\_\_\_

5. Penalty (if applicable): \$ \_\_\_\_\_  
*5% applies if not filed by due date.  
 Additional 5% if filed on the 31<sup>st</sup> day after due date.  
 Minimum penalty \$1.00. Maximum penalty 10%.*

6. Interest (if applicable): \$ \_\_\_\_\_  
*Interest due if tax not filed and paid 60 days from due date.  
 Calculate interest at 12% per annum.*

**7. Total Amount Due (sum lines 4, 5 and 6):** \$ \_\_\_\_\_  
*Make check payable to "Tax Trust Account"*

I declare the information contained herein, including any exhibits attached hereto, is true and correct to the best of my knowledge.

Taxpayer's/Paid Preparer's Signature	Date Signed	Telephone	Fax
Printed Name	Email	FEIN	

**DISCLAIMER:** Please note that the administration and rate changes on the MUNISERVICES, LLC Advisory and MUNISERVICES, LLC tax forms are updated once the required information has been received, verified and validated in compliance with MUNISERVICES, LLC policy. Any information received before or after the publication of a MUNISERVICES, LLC Advisory or tax form will not be guaranteed to appear on said forms until all such requirements have been met. MUNISERVICES, LLC is not responsible for incorrect information and/or improper use of the information provided. All updates are completed on a timely basis once the requirements have been met. For the most current MUNISERVICES, LLC administration and/or rate information provided, please visit our website at [www.revds.com](http://www.revds.com). **Returned Check Disclaimer:** Effective July 1, 2010, each returned item received by MUNISERVICES, LLC due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. MUNISERVICES, LLC is not responsible for any additional bank fees that will accrue due to the resubmission of the returned item. Please see the full returned check policy at [www.revds.com/taxpayer/return-check-disclaimer](http://www.revds.com/taxpayer/return-check-disclaimer).  
 City of Killeen, TX Hotel Occupancy – Updated 03/2017