

McLennan County, Texas
MuniServices, LLC – as administering agent
PO Box 830725
Birmingham, AL 35283-0725



 MuniServices

Customer Service



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

August 2, 2017

Dear Business Owner / Tax Manager,

Why we are writing you

On May 6, 2017 voters of McLennan County voted in favor of implementing an additional 2% Hotel Occupancy Tax to fund a Venue Project. Pursuant to an Interlocal Agreement, with the City of Waco, MuniServices will be administering the County Hotel Occupancy Tax (Venue Tax).

What this means

Businesses will begin remitting the County Hotel Occupancy Tax (Venue Tax) to MuniServices on behalf of the County monthly, beginning with the August 2017 tax period (due September 20th). For your convenience, we have enclosed a customized remittance form. This form should be completed and remitted along with your tax payments each month beginning with the August 2017 tax period and continuing until you receive written notice that the tax will no longer be implemented. Online filing will also be available for the County Hotel Occupancy Tax (Venue Tax) beginning September 1, 2017.

What to do now

Access www.salestaxonline.com beginning **September 1st** to file the Hotel Occupancy Tax (Venue Tax) for McLennan County 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. 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 of September 1, 2017, the imposition of the additional 2% Hotel Occupancy Tax (Venue Tax) does not apply to the use or possession or the right to the use or possession of a hotel under a contract executed before August 1, 2017, unless the contract is subject to change or modification by reason of the imposition of the additional 2% Hotel Occupancy Tax (Venue Tax).

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

Sincerely,
MuniServices, LLC