



GLENN HEGAR TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

P.O.Box 13528 • Austin, TX 78711-3528

February 23, 2022

Ms. Susan Blevins
City Administrator/Secretary
City of Hilshire Village
8301 Westview Drive
Houston, TX 77055-6737

Dear Ms. Blevins:

This letter is to notify you that the City of Hilshire Village was previously overpaid \$21,596.64 in local sales and use taxes. We discovered that a taxpayer erred and reported local taxes based on their home address rather than reporting to the address where their business is located. Since the local taxes were reallocated to the correct taxing jurisdictions, it must now be repaid to the State.

The city is currently in a payback arrangement due to a previous overpayment with an outstanding balance of \$2,931.53 as of the February 2022 allocation and is paying \$212.00 per month through March 2023 with a final payment of \$175.53 in April 2023. This does not include the additional \$21,596.64 mentioned above.

The options to repay the erroneous amount are as follows:

- 1) Full reimbursement by onetime check *
- 2) Apply all monthly collections to the overpaid amount until the amount has been repaid, or
- 3) Enter into a 47- month payback agreement where an additional monthly deduction of \$459.00 will be deducted for 46 months with a final deduction of \$482.64. Additionally, future significant audit or onetime payments may be applied toward the repayment amount to reduce the length of the payback and notifications of those applications will be sent as they occur.

* If you choose option 1, "full reimbursement by onetime check," the payback amount should be adjusted by the 2% service fee. Multiply the payback amount by 2% (.02), subtract the 2% amount from the payback amount, then pay the adjusted amount.

Please mark an X in the applicable box above for the option you wish to choose, have a city official sign at the bottom, and return this letter using the enclosed self- addressed envelope.

If you have any questions or need additional information, you may call me toll free at (800) 531-5441, ext. 50550. My mailing address is PO Box 13528, Austin, TX, 78711, the FAX number is (512) 475-1523 or my email is shirley.kaatz@cpa.texas.gov.

Sincerely,

Shirley Kaatz
Revenue Accounting Division
Tax Allocation Section

Date _____
City Official Name _____
Title _____
Signature _____