



GLENN HEGAR TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

P.O.Box 13528 • Austin, TX 78711-3528

June 22, 2023

Treasurer
City of Hilshire Village
8301 Westview Drive
Houston, TX 77055-6737

Dear Treasurer:

This letter is to notify you that the City of Hilshire Village was previously overpaid \$5,202.72 in local sales and use taxes. A taxpayer paid local taxes in error on items later determined by our auditors to be nontaxable. Since this amount was refunded to the taxpayer, 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 \$18,842.64 as of the June 2023 allocation. This does not include the additional \$5,202.72 mentioned above.

The options to repay the overpaid amount are as follows:

- 1) Full reimbursement by one-time ACH deposit or check* (if deposit, contact me for banking instructions).
- 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 a monthly deduction of \$110.00 will be deducted for 46 months with a final deduction of \$142.72. The deduction would start the month after we receive your response or two months after the date of this letter if we do not receive a response. Additionally, future significant audit payments or one-time 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.

No fees of any type will be assessed on the payback amount.

*If you choose option 1, whether full reimbursement by one-time check or deposit, 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 by email to shirley.kaatz@cpa.texas.gov or by mail to the address given below.

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 or my email is shirley.kaatz@cpa.texas.gov.

Sincerely,
Shirley Kaatz
Revenue Accounting Division
Tax Allocation Section

Date _____
City Official Name _____
Title _____
Signature _____