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P.O. Box 27947  
Fresno, CA 93729-7947  
(800) 987 0999  
Fax: (559) 275 0289

«mergmailid»

«company» «ps\_brk»  
«street»  
«city», «state» «zip»-«zip4»

**REFERENCE #: PS«unique\_key»**

Dear «company»:

MuniServices has been retained by the City of Palm Springs to conduct a business license compliance review. The primary purpose of this evaluation is to identify all businesses that may be operating in the City without a business license. You have received this notice because our records indicate that you may be conducting business in the City without a license and have not paid a business tax.

The City of Palm Springs Municipal Code (Section 3.48.010) states that it is unlawful for any person or company to transact and carry on any business in the city without first having procured the proper license and paying the City's business license tax. Clearance by the Planning Department may also be required to ensure that businesses are properly sited with respect to the City's General Plan and Zoning requirements.

If you believe you are not liable to pay these taxes, we still require a reply from you to remove you from future mailings. In order to resolve your account, please assist us by completing one of the following items:

- If you are conducting business in the City of Palm Springs and **do not have** a current business license, please complete and return the enclosed application in the envelope provided within **30 days** of the date of this letter. An invoice detailing the taxes owed will be mailed to you upon receipt of your application information.
- If you already **have** a valid business license, please provide a copy of your business license and return it with a copy of this letter within **30 days** in the enclosed envelope, or fax a copy of your license with this letter to (559) 275-0289.
- If you believe you are **not required** to procure a City of Palm Springs business license, please provide a written statement describing your circumstances and explaining your position. Upon review, you will either be cleared from our system or contacted for additional information.

Thank you for your cooperation. If you need assistance completing the application, require information, or believe that this notice does not apply to you, please contact one of our Tax Specialists Monday through Friday between 8:00 a.m. and 5:00 p.m. Pacific Time at 800-987-0999.

Please refer to your account reference number **PS«unique\_key»** when calling. Please mail your application directly to the **City of Palm Springs, C/O Business License Processing Center, P.O. Box 27947, Fresno, CA 93729-7947** within **30 days** of the date of this letter. Information obtained during this compliance review will be held in strict confidence, except as mandated by law.

Sincerely,

Compliance Division  
MuniServices, LLC