City of Brisbane, CA
c/o MuniServices, LLC
2016 Business License Renewal
438 East Shaw Ave Box 367
Fresno, CA 93710

[Account Name]
[DBA]
[Address 1]
[Address 2]
[City, State, Zip]

December 18, 2015
City Account #: #######

**** IMPORTANT INFORMATION CONCERNING YOUR CITY OF BRISBANE, CA 2016 BUSINESS LICENSE ****

Dear Business Owner / Business License Administrator / Tax Manager:

The City of Brisbane recently selected MuniServices, LLC as a partner to assist the City's staff in processing business licenses and collecting the annual business license tax.

MuniServices will be mailing customized 2016 business license packages to businesses in January 2016. To further assist in this transition the City of Brisbane is extending the grace period to submit payment without penalties until February 29, 2016. Included in the renewal package will be a cover letter with instructions, information regarding filing/payment options and a renewal form that will be customized for your business. Once you receive the renewal package, please review it carefully and notify MuniServices of any changes needed to your account.

We are excited about the partnership between the City of Brisbane and MuniServices and how it will be used to better serve the business community. If you have any questions or require additional information, please do not hesitate to contact MuniServices' Business License Department at:

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438 E. Shaw Ave. Box 367
Fresno, CA 93710
Toll Free: (866) 240-3665
Monday – Friday 7:30 a.m. – 5:00 p.m. PST
Email: bizlicensesupport@muniservices.com

Sincerely,
City of Brisbane, CA
c/o MuniServices, LLC
Business License Department