

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. Box 13528 • AUSTIN, TX 78711-3528



February 15, 2013

LEVELLAND I S D
704 11TH ST
LEVELLAND TX 79336-5400

Dear Taxpayer:

Congratulations on your growing business! Our records show you have reported more than \$1,000 in state sales tax during the past calendar year. Under the law, taxpayers reporting more than \$1,000 in state sales tax per year must file their reports and pay the tax due on a quarterly basis.

Effective immediately, your account has been changed to quarterly. You can expect your first quarterly report to arrive at the end of March.

Be sure to include all sales made and tax collected from the beginning of the year in your first quarterly report. Quarterly reports and payments are due by the 20th of the month following the end of the quarter. You will receive report forms at the end of each calendar quarter, and they are due by the 20th of the following month. If the 20th falls on a Saturday, Sunday or legal holiday, the next working day will be the due date.

As a quarterly filer, you have the option to make quarterly prepayments and earn a 1.25% prepayment discount in addition to the .5% timely filing discount. Call us at the numbers below for details.

If the state sales tax you report exceeds \$1,500 during any calendar quarter, by law you are required to file monthly reports.

As always, if we can help, please call (800) 252-5555 or (512) 463-4600.

Taxpayer number: 1-75-6001949-3