

Municipal Auditing Services LLC

10/4/2013

File I.D. #

Dear Sir or Madam:

The City of Alameda, CA, has retained the firm of Municipal Auditing Services (MAS) to assist with a compliance review of the City's business license tax ordinance, for the applicable years **2009-2012**. In this regard MAS is authorized to, and is acting as an extension of City staff and operates under the rules of the City's business license tax ordinance. Please see enclosed authorization letter. To view the City of Alameda Municipal Ordinance or general information regarding business license tax, please visit www.alamedaca.gov.

During a recent review for the City of Alameda, you were identified as possibly conducting business within the City of Alameda without a business license tax certificate. Per the City of Alameda Municipal Ordinance, it is unlawful for a person to transact and carry on any business, trade, profession, calling or occupation, whether or not having an established place of business within the city, without first having procured a business license from the City to do so.

If your firm, employees, agents, or contractors solicited, proposed, represented, sold, delivered, serviced, advertised, or acted in any method or manner with the purpose or intent to solicit or transact business in the City of Alameda, **you are liable for all taxes, penalties and fees for the applicable years 2009-2012.**

Please contact a Municipal Auditing Services associate at 877-845-7370, to resolve this matter. Please review the enclosed documents and have all applicable information and enclosed paperwork readily available when calling.

We understand the sensitivity of this information and therefore confirm the data and submitted information will indeed be kept confidential to the extent according to law.

Please do not disregard this notice. If you hold a current City of Alameda business license tax certificate, if you believe you are not liable, or if you received this notice in error, contact a Municipal Auditing Services associate promptly so that we may resolve your file or adjust our records accordingly.

Checks should be made payable to the City of Alameda. Payments and required forms should be mailed to:

**City of Alameda
C/O Municipal Auditing Services
P.O. Box 11866
Fresno, CA 93775-1866**

The City of Alameda and Municipal Auditing Services thank you in advance for your cooperation.