

Laura Copeland
Finance Manager/City Treasurer

Holley Murray
Revenue Specialist III



Leigh Maye-Fortenberry
Revenue Specialist II

Amy Miller
Revenue Specialist I

FINANCE DEPARTMENT

Dear Taxpayer:

This correspondence is to introduce *RiverTree Systems, Inc.*, who has been assigned to audit your company's tax liability on behalf of the City of Jacksonville, Alabama for compliance purposes. *RiverTree Systems, Inc.* may review records pertaining to your company's business license, sales and use, rental and lease, lodgings, and motor fuel taxes, as well as franchise fees and other applicable taxes administered by the City of Jacksonville.

This correspondence serves as written authorization, as required by the "Local Tax Simplification Act of 1998 and Local Tax Procedures Act of 1998" for *RiverTree Systems, Inc.*, to conduct an examination of your records on behalf of the City of Jacksonville.

Your cooperation in furnishing *RiverTree Systems, Inc.*, with any records they deem necessary in order to conduct the audit, would be greatly appreciated.

Please find enclosed a copy of the Taxpayer's Bill of Rights for your records.

Best Regards,

A handwritten signature in cursive script that reads "Laura Copeland".

Laura Copeland, CMRO
Finance Manager/City Treasurer
256-782-3833
lcopeland@jacksonville-al.org