

Curtis "Woody" Baird  
Mayor  
Amanda F. Thomas  
City Clerk  
Romy Stamps  
Finance Director



CITY COUNCIL  
Audrey "Buffy" Colvin  
Council President  
Scott Hardy  
President Pro Tempore  
Bobby L. Tapley  
John Eric Brown  
Chris Brown  
Jimmy Keel

P.O. Box 552 • Alexander City • Alabama 35011-0552 • (256) 329-6700  
[www.alexandercityal.gov](http://www.alexandercityal.gov)

December 14, 2021

RE: Letter of Introduction

Dear Taxpayer:

Request is hereby made to examine all books of account, invoices, sales receipts and working papers necessary to ascertain the correct amount of applicable taxes being administered by the City of Alexander City.

Please note that under authority granted by Section 11-3-11.2 and Sections 11-51-200 through 11-52-206 of the Code of Alabama 1975, City of Alexander City has contracted with Rivertree Systems to act as our duly authorized agent in order to perform taxpayer audit examination services for our jurisdiction. Accordingly, Rivertree Systems Inc. is hereby authorized to examine and/or audit the records, books, or other relevant information maintained by you for the purpose of computing and determining the correct amount of any applicable tax, license, or fee levied by our taxing jurisdiction.

At or before the beginning of this audit, Rivertree Systems will provide to you the current version of the State of Alabama Publication 1A which provides, in simple and non-technical terms, a statement of your rights. Those rights include, but are not limited to, the right to be represented during an examination, a written description of the basis for any assessments, and an explanation of your appeal rights. Please read this material carefully and contact your professional advisors for tax or legal advice.

You are welcome to contact us directly if, at any time, you have any questions or complaints or if you are unable to obtain a reasonable response after several attempts to communicate with the person assigned to your case. For any such reason, or for the verification of the identity of an auditor, you may contact the audit department of Rivertree Systems at (205)988-0331.

Your cooperation is greatly appreciated during this process.

Yours truly,

A handwritten signature in black ink, appearing to read "Scotty L. Price", written over a horizontal line.

Scotty L. Price  
Revenue Manager