

MAYOR  
Randy A. Garrison

CITY CLERK/CONTROLLER  
Rita S. Lee



CITY COUNCIL  
Virginia Alexander  
Matthew Broom  
Charles "Chuck" Gill  
Dwight Tankersley  
Kenny Thompson

December 17, 2019

Dear Taxpayer:

The City of Hartselle has contracted with River Tree Systems, Inc., a private auditing firm, to conduct audits for City business licenses, franchise fees, sales, use, rental/lease, lodging, motor fuel and other applicable taxes that are collected by the City. This letter shall serve 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 Hartselle.

We would appreciate your cooperation in furnishing RiverTree systems, Inc., with whatever records they may request to review.

Sincerely,

A handwritten signature in cursive script that reads "Rita S. Lee".

Rita S. Lee, MMC/CRE  
City Clerk – Controller

OFFICE 256-773-2535  
200 Sparkman Street NW

FAX 256-773-2257  
Hartselle, Alabama 35640

[www.hartselle.org](http://www.hartselle.org)