

[_____] COUNTY TAX COLLECTION COMMITTEE

[Bank Name]
[Bank Address]

[Sample] TCC Banking Services RFP

To Whom It May Concern:

The Tax Collection Committee (TCC) for _____ County is a new government entity formed under Act 32 of 2008, which restated the Local Tax Enabling Act. The TCC is governed by a board of delegates appointed by school districts and municipalities that impose earned income tax. The TCC will have an annual operating budget of approximately \$ _____. Under Act 32, the TCC is required to appoint a tax collector to collect earned income tax and possibly other taxes throughout the _____ Tax Collection District (TCD), and to oversee the appointed tax collector's collection within the TCD. The TCC is seeking proposals from banks interested in providing banking services to the TCC.

Our goal is to obtain the highest quality banking services provided in a cost effective manner. If your bank is interested, please submit a proposal addressing:

- Your bank's qualifications and credentials.
- Characteristics that differentiate your bank from other banks and suggest the desirability of our retaining your bank to provide TCC banking services.
- Proposed engagement letter.
- Any other matters you wish to address.

Please provide ___ copies of your proposal to the undersigned by 4:00 p.m. on _____.

Interviews may be scheduled shortly thereafter with selected banks.

If you have any questions, please feel free to contact the undersigned.

Date: _____

Sincerely,

TCC Chairperson/Secretary
[telephone number]
[e-mail address]
[mailing address]