



**TRANSPORT CARRIER SERVICES**  
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*The Power of  
 Teamwork  
 The Value of  
 Experience*

**MARCH 2017 NEWSLETTER**

**Arkansas will be sending you tax forms to be filled out for the calendar year of 2016 – see below.**

**IRP APRIL 2017 TO MARCH 2018 RENEWALS**



As there is no grace period on current Arizona plates/tags, March 2017 credentials expire at midnight, Friday, March 31, 2017. Your 4/1/17 to 3/31/18 credentials must be in your possession by April 1, 2017.

**SPECIAL NOTE:** ADOT will not process late walk-in renewals until after the March 31 expiration date. Any March renewal requests received in our office after March 6 will most likely not be processed until after your expiration date and there will be an additional service fee to expedite your registration. If your apportioned plates expire in March and you have not yet sent us your orange renewal sheet, please send it to us as soon as possible to avoid future complications. If you need a renewal form, please contact Janet, Vanessa, or Alma in our office or print one from the forms page of our website.

Payments made to TCS in the final week of expiration have limited processing times and may result in your credentials being issued AFTER the expiration date.

**Additional fees may be due to obtain ADOT's authorization to release credentials.**

**INSURANCE:** Please submit a current certificate of insurance for your vehicle(s) registration to TCS. MVD requires TCS to retain the certificate for file purposes.

**REMINDERS:** IRP's processing time is a minimum of three days. As we get closer to the expiration date, processing time increases significantly.

If you do not want TCS to do your IRP renewal, give us a call and we will send ADOT's IRP renewal printout to you.

**PAYMENT REMINDER:** Due to changes in banking practices, our availability to funds deposited is limited. As we cannot issue payment checks to ADOT or any other agency until the funds are available to us by our bank, there will sometimes be a waiting period for your credentials, depending on your chosen method of payment to TCS. The following is a guide to any waiting period you may incur between your payment to TCS and the processing of your credentials. This

schedule is subject to change as banking practices are adjusted.

METHOD OF PAYMENT
<b>Company check under \$1,000</b> (or multiple checks totaling under \$1,000) - same day processing (as scheduling permits)
<b>Wire Transfer any amount or Cash under \$10,000</b> – same day processing (as scheduling permits)
<b>Cashier's Check under \$5,000</b> - same day processing (as scheduling permits)
<b>Cashier's Check over \$5,000</b> - 4 business-days waiting period
<b>Company Check over \$1,000</b> (or multiple checks totaling over \$1,000) – 10 business days waiting period
<b>Credit card</b> acceptance varies – please ask for availability (convenience fee will be applied)

**AD VALOREM – PROPERTY TAX REPORTS**

It's that time again. Arkansas will be sending you tax forms to be filled out for the calendar year of 2016. The forms must be completed and returned even if there were no miles in the state. If you would like TCS to complete these forms for you, you must either mail them in to us or bring them in. There will be a service fee to complete these forms for you. **DO NOT IGNORE THESE FORMS JUST BECAUSE YOU HAD NO MILES IN THE STATE.** You will be charged a penalty for not submitting these completed forms. The deadline for filing is March 31<sup>st</sup>.

**2290 TAX (HVUT)**

If you have bought a new truck over 54,999 GVW, you must file and pay your 2290 tax by the end of the month following the date of the purchase. EXAMPLE: You purchased a new truck over 54,999 GVW on February 15. The 2290 tax is due before March 31. **THIS IS REQUIRED TO RENEW YOUR REGISTRATION FOR 2017/2018!** If you would like TCS to process your 2290 form, please contact Janet, Vanessa, Alma, or Crystal in our office.

In order for TCS or any other agency, including ADOT, to renew your apportioned trucks, we must have your most recent copy of your paid "2290" tax receipt from the IRS. This seems to be an on-going problem for some customers but there is an option. For a nominal fee, we at TCS would encourage all of our customers who are having a problem with paying their "Heavy Use Tax" on time or with getting a copy of the paid receipt to us before their renewal to have TCS do the paperwork and make the IRS payment for you. For us to be able to do that, we need a Federal Power-of-Attorney signed by the customer along with the tax money owed. After payment has been made, TCS would then send the customer a copy of the paid receipt, upon request, and we would retain the original for use at the time of your renewal. If you are interested in this service, please contact Janet, Vanessa, Alma, or Crystal in our office.

**Special Note:** If you are having problems filing your 2290 return in a timely matter, it is better to file the return directly to the IRS without payment, than to not file it at all. Penalties and interest accrue on late returns regardless if the return was submitted with payment or not; although, if filed without payment, penalties and interest will be significantly less than if not filed at all. Payment options are available to be set up directly with the IRS if you are not able to pay the 2290 when due. IRS locations for 2290 are 4041 N. Central Ave. Phoenix, AZ 85012 or 7350 W. Camino San Xavier Glendale, AZ 85308. You may also contact the IRS at 1-800-829-4933.

Please note that registration cannot be issued without a paid 2290 receipt and the IRS will not issue a receipt until the tax has been paid in full.

**ARIZONA IFTA BONDS**

If you have paid for an Arizona IFTA bond for 3 consecutive years and you have filed your quarterly IFTA reports on time, you may not need to renew the bond. You will need to acquire a rescind notice from the bonding company to send to ADOT for their review. If you are not sure how long you have been renewing, give us a call and we can check with ADOT for you. Neither

**TCS OFFICE HOURS: Monday - Thursday 8:00 am to 5:00 pm and Friday 8:00 am to 12:00 noon**

ADOT nor the bonding company will notify you that you have paid for 3 years and may not need to renew your bond.

was paid. Reefer fuel must be indicated. Original copies of fuel receipts must be turned in with your trip sheets.

in our office by March 10<sup>th</sup>, etc.). Trip sheets turned in late will incur an additional processing fee.

**FUEL TAXES**

Just a few reminders about trip sheets: It is better to add IN a few extra miles for each trip and pay for them now than to have an auditor add them in at an audit and have to pay penalties and interest on them later. Days not running or days off should be noted on trip sheets. If there is no operation for a month, be sure to call in or send in a blank trip sheet stating no miles for that month. Each trip needs a starting point, loading point and a destination. Each starting point MUST match the destination of the last trip. You cannot have the destination as El Paso, Texas and then have the next trip starting in Dallas, Texas. All major routes used must be listed and miles must be split up by state. Fuel receipts must have your company name, date, gallon amount, price per gallon, amount paid, address of fuel station, and if state tax

**ADDITIONAL FUEL TAX SERVICE FEE**

Reminder, an additional charge will be imposed upon customers turning in trip sheets late. For example, this last quarter, we had a high percentage of people turning in October, November, and December trip sheets into our office for processing the last two weeks of January. Although we only guarantee anything turned in by the 10<sup>th</sup> will be completed on time, our fuel tax preparers take the extra effort to process as many as they possibly can by the due date. Turning in trip sheets late severely increases the processing time as the workload is tripled at the last minute. We ask that trip sheets be turned into our office no later than the 10<sup>th</sup> of each month for the previous month. (January trip sheets should be in our office by February 10<sup>th</sup>, February trip sheets should be

**2017 UCR AND MILEAGE PERMIT RENEWAL**

You were required to have renewed your UCR and mileage permits by 12/31/16. Fines can now be issued if you are not in compliance.


**Telephone Extensions**

- Alma (registration & titles) – 208
- Crystal (accounting & 2290 tax) – 204
- Curt – 212
- Elina (fuel taxes) – 202
- Elva (fuel taxes) - 209
- Janet (registration) - 203
- Mary Jo (fuel taxes) – 214
- Nancy (fuel taxes) – 206
- Rosemary – 211
- Rocio (authority) - 210
- Vanessa (registration & 2290 tax) - 213

**www.TCSPhoenix.com (also see us on Facebook)**

Newsletters \* State Links \* Federal Links \* and more - Trip sheets, Renewal and Federal forms are now available on our website. Let us know what you would like to see on our website.

**MARCH 2017**

SUN	MON	TUE	WED	THU	FRI	SAT
Renewal Sheets for IRP that expire on March 31st MUST be in our office no later than Monday March 6th to assure your credentials are issued before the end of March.			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	ST. Patrick's Day 	18
19	20	21	22	23	24	25
26	27	28	29	30	Annual AR Advalorem tax report is due	OR Monthly Mileage tax is due 3/31/17

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