



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

**APRIL 2017 NEWSLETTER**

**1<sup>st</sup> QUARTER FUEL TAXES ARE DUE THIS MONTH**

**IRP JULY 2017 TO JUNE  
 2018 RENEWALS**

Fleet IRP renewals will need to be processed with ADOT for those that expire on June 30, 2017. If your apportioned plates expire in June, there should be a purple renewal information sheet included with this newsletter. If your plates expire in June and a purple renewal sheet is not enclosed, please give our office a call so we can mail or fax one to you. You can also print a renewal form off the forms page of our website. It is very important that your renewal request be processed and submitted to ADOT as soon as possible. ADOT WILL NOT EXTEND ANY GRACE PERIOD. All apportioned plates that expire on June 30, 2017 WILL expire on that day.

**SPECIAL NOTE ON REGISTRATIONS:** 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.

Check our website or talk with Crystal regarding your payment options.

**2290 TAX (HVUT)**

**REMINDER:** 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 March 15. The 2290 tax is due before April 30th.

In order for TCS or any other agency, including ADOT, to renew your apportioned trucks, you 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 you along with the tax money owed. After payment has been made, TCS would then send you 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, or Alma 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 remitted 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.

**1ST QUARTER FUEL TAXES**

1st quarter fuel taxes are due this month. Please try to get your trip sheets into our office by April 5th to insure the timely filing of your taxes. Remember, trip sheets are processed as they are received. If you have not operated for any period of time, please be sure to note it on your trip sheets or call Nancy, Mary Jo, Elina, or Elva and have them file zeros or "no operations" for you.

**IMPORTANT: If you stopped running in the middle of the month, or anytime at all during the month, you must write a note on your trip sheet that there will be no more trips for that month.** Do not assume your fuel tax preparer will know!

**EXAMPLE:** If your last trip ends on the 20th, your tax preparer will hold your trip sheets waiting for the last week, thus making your taxes late and penalties due!

Also, please forward any tax forms to us that you received at your residence or place of business well before the tax deadline of April 30th. The ADOT penalty alone for a late IFTA report is a \$50.00 late fee plus 1% of the tax due.

As a convenience to our fuel tax customers, and, in most cases, to speed up the fuel tax preparation process, TCS gives you the option to e-mail or fax copies of your trip sheets and fuel

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

receipts to us. This does not, however, detract from your responsibility to retain the original trip sheets and fuel receipts for a period of no less than five years for audit purposes. If time allows, please mail your trip sheets rather than fax them. Faxes are usually very hard to read and some pages may not come through at all. In all cases, please be aware that TCS will only be responsible to report your fuel taxes based on the information that you provide.

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

**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 & 2290) - 203
- Mary Jo (fuel taxes) – 214
- Nancy (fuel taxes) – 206
- Rocio (authority) - 210
- Rosemary – 211
- Vanessa (registration) - 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.

**APRIL 2017**

SUN	MON	TUE	WED	THU	FRI	SAT
<p><b>IMPORTANT!!!</b> Renewal sheets for the July 1, 2017 to June 30, 2018 renewal period must be turned into our office no later than April 14th to assure that TCS and ADOT have sufficient time to prepare your paperwork and get your renewal credentials back to you before your current credentials expire!!!!</p>						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
 <p>Easter</p>	<p>Federal and State Income Tax Returns are due</p>	18	19	20	21	22
<p>All 1st quarter fuel tax reports (including Oregon monthly) must be mailed (&amp; paid) by Monday May 1st. Oregon quarterly reports are due on Wednesday, May 31st.</p>						
23/30	24	25	26	27	28	29

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