



**TRANSPORT CARRIER SERVICES**  
Mailing Address: P. O. Box 14650; Phoenix AZ 85063-4650  
Physical: 8260 W Indian School Rd, Ste 5, Phoenix AZ 85033  
Phone: (623) 937-9869 \* Fax: (623) 934-4548  
Outside the Phoenix Metro Area Toll-Free: (877) 243-8827  
e-mail : name@TCSPhoenix.com

*The Power of  
Teamwork  
The Value of  
Experience*

## SEPTEMBER 2017 NEWSLETTER

### 2018 IFTA, UCR & permit renewal form enclosed with this statement

#### IT'S RENEWAL TIME AGAIN! (UCR AND MILEAGE PERMITS)

Enclosed are the most important documents that we will send you all year!! We know it seems early to be thinking about 2018 renewals, but some of your applications must be submitted the beginning of October. **Your IRP renewals are completed separately – this is for UCR and mileage permits only. Even if you have already renewed your IRP, this form still needs to be completed for UCR and other state permits.** Please take five minutes to complete the turquoise renewal form, and return it to our office by October 10th. A ton of paperwork must be processed in this office from the information that you supply to us on this renewal form.

In order for us to complete your renewal application in a timely manner, you **MUST list your tractor(s) on the renewal form.** Do not assume that we know what tractors you are using. Many changes are made during the year and supplying a state agency with the wrong data will hold up your 2018 renewals. This is our way of double-checking our records to make sure our files are accurate and agree with the information that you supply.

Also, please make sure that all renewal applications from other states are sent to our office for completion. Some states will not send forms to an agency, only to your home/office address.

**It is extremely important that the enclosed turquoise renewal form be completed, signed, dated, and returned to our office no later than October 10<sup>th</sup> 2017.**

Once we receive your renewal form, we will work up an invoice and bill you for the necessary credentials. We will begin ordering your credentials when your payment of this invoice is received in our office.

We will be taking all renewal requests on a first come, first served basis. Send your information as soon as possible. The later we receive your renewal information, the later your renewal will be submitted to the states, with the possibility of your UCR and/or permits not being in compliance by 1/1/18.

#### ADOT NOW REQUIRES E-MAIL ADDRESSES

All IFTA/IRP accounts now require a current e-mail address. If we do not have a current e-mail address for you, please contact Janet or Vanessa in our office or just e-mail us at [irp@tcsphoenix.com](mailto:irp@tcsphoenix.com).

#### 2018 IFTA RENEWALS

If TCS is processing your 2018 IFTA renewal, we **MUST** have your IFTA renewal payment, signed ADOT Power of Attorney, and signed Record Keeping Agreement in our office as soon as possible to comply with the ADOT deadline. Arizona MVD will not guarantee receipt of your IFTA license by year end on applications received at ADOT after the deadline. There is no grace period after December 31, 2017. If you are not going to have TCS process your 2018 IFTA renewal, TCS will still need your signed Power of Attorney and Record Keeping Agreement, also please contact Vanessa or Janet in our office.

#### NEW MEXICO TAXATION & REVENUE

New Mexico law imposes significant penalties on any carrier who underreports actual miles traveled in New Mexico or reports less than the actual gross vehicle weight.

If your records are audited by the New Mexico Taxation and Revenue Department and it is determined that you underreported the mileage actually traveled on New Mexico highways, you will be assessed penalties that start at \$100 and go all the way to \$4,000 and are in addition to any other penalties and interest currently allowed under the law. In addition, the penalties are applicable to each reporting period.

#### 2290 TAX (HVUT)

The Federal Highway Use Tax (Form 2290) was due and should have been filed and paid by August 31, 2017.

The IRS no longer mails a tax form to be used when filing your 2290 tax. You can get

the form at [www.IRS.gov](http://www.IRS.gov) or from the forms page of our website [www.tcsphoenix.com](http://www.tcsphoenix.com). Every power unit that exceeds a GVW (registered) of 54,999# must be reported. The IRS accepts payment through the mail, by hand delivery, or electronically. **Remember, a copy of the 2017/2018 stamped 2290 paid receipt with the VIN # will be required when processing your renewal registration.**

#### TCS PAYMENT OPTIONS

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. See our website for 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.

#### 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 April, May, and June trip sheets into our office for processing the last two weeks of July. Although we only guarantee anything turned in by the 10<sup>th</sup> will be completed on time, our fuel tax preparers make 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. (April trip sheets should be in our office by May 10<sup>th</sup>, May trip sheets should be in our office by June 10<sup>th</sup>, etc.). Trip sheets turned in late will incur an additional processing fee.

#### ADOT REMINDER

Every Arizona licensed IFTA carrier must prepare and submit a quarterly Arizona IFTA

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

Tax Report. The quarterly reports must reflect miles and gallons for all IFTA jurisdictions traveled. It is the taxpayer's responsibility to comply with the IFTA Agreements and make sure all reports are filed.

NOTE: ADOT has a policy concerning quarterly IFTA tax reports: Any reports not filed or paid late during the year could result in ADOT requiring you to post a bond and pay a \$50.00 late fee in order for you to receive additional IFTA stickers, your next IFTA license, or even to register another truck.

If you have a bond with ADOT and you are late paying your IFTA taxes, you will have to attend a hearing to justify why you should be able to keep your IFTA. If you do not attend

the hearing, ADOT will revoke your IFTA license for 6 months.

### 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 write a letter to ADOT requesting to be released from the bond requirement. If you are not sure how long you have been renewing, give us a call and we can check with ADOT for you. Neither ADOT nor the bonding company will notify you that you have paid for 3 years and may not need to renew your bond.

**TCS will be closed Monday September 4th in observance of Labor Day.**

### TELEPHONE EXTENSIONS

Crystal (accounting & 2290 tax) – 204  
 Curt – 212  
 Elina (fuel taxes) – 202  
 Elva (fuel taxes) – 209  
 Janet (registration & 2290 tax) – 203  
 Mary Jo (fuel taxes) – 214  
 Myriam – 207  
 Nancy (fuel taxes) – 206  
 Rocio (authority) – 210  
 Rosemary – 211  
 Vanessa (registration & titles) – 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.

# SEPTEMBER 2017

SUN	MON	TUE	WED	THU	FRI	SAT
<b>2018 UCR &amp; permit renewal form is enclosed. If you have any questions on your UCR &amp; permit renewal, contact Rocio (ext 210).</b>						
					1	2
	TCS CLOSED LABOR DAY	If TCS prepares your fuel tax reports, all trip sheets through August need to be turned into TCS				
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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