



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

OCTOBER 2017 NEWSLETTER

2018 UCR & permit renewal form was due in our office last month. December IRP renewal forms included with this newsletter.

2018 UCR AND MILEAGE PERMIT RENEWAL



If we have not yet received your turquoise renewal form and we did your renewal last year, then you should have received a 2018 renewal form last month. If needed, you can also print a form from the forms page of our website at www.tcsphoenix.com. Please send it in as soon as possible so we can prepare your UCR and permit renewals. **Your IRP renewals are completed separately – this is for UCR and mileage permits only; so, even if you have already renewed your IRP, this form still needs to be completed for UCR, and other state permits.** There is no need to send money at this time, so please take five minutes, complete the renewal form, and return it to our office as soon as possible. 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) and trailer(s) on the renewal form. Do not assume that we know what tractors and/or trailers 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.

REMINDER: The process of ordering these credentials will begin when your payment is received in our office. Permit issuance and 2018 renewal processing time is a minimum of 3 days and this time increases the closer we get to the renewal date

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.

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 or from the forms page of our website 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.

IRP JANUARY 2018 TO DECEMBER 2018 RENEWALS

Fleet IRP renewals will need to be processed with ADOT for those that expire on December 31, 2017. If your apportioned plates expire in December, there should be a pink renewal information sheet included with this newsletter. If TCS has failed to provide a renewal request, please contact Janet or Vanessa in our office so they can mail or fax one to you. You can also print a form off the forms page of our website. It is very important that your renewal request be processed and submitted to ADOT no later than the end of this month. **ADOT WILL NOT EXTEND ANY GRACE PERIOD.** All apportioned plates that expire on December 31, 2017 **WILL** expire on that day.

If you have any questions on your renewal, please contact Janet or Vanessa our office.

NOTE: If you submit your renewal sheet to TCS for processing and then choose not to

renew, TCS's service fees will be assessed for processing the renewal and reversing ADOT's invoice. Please submit proof of insurance to TCS with a current certificate of insurance for your vehicle(s) registration. MVD requires TCS to retain the certificate for file purposes. Also, proof of payment of the Heavy Vehicle Use Tax (HVUT or 2290 tax) is required in order for TCS to issue any registration credentials on vehicles over 55,000 GVW.

ADOT requires the IRP renewal process to include US DOT and IFTA compliance. TCS will request US DOT updates and assess a \$30.00 service fee if the US DOT data is not correlating to the Arizona data. A change to the US DOT may include updating your federal identification number, name, and/or address changes as well as updating your federal authority and process agents at additional fees.

REMINDER: IRP's processing time is a minimum of 3 days and this time increases the closer we get to the renewal date.

ADOT NOW REQUIRES E-MAIL ADDRESSES

All IFTA/IRP accounts now require current e-mail address. If we don't have it already, please e-mail us at ADOT@tcsphoenix.com with your company name in the subject line so that we may have it added to your account information with ADOT.

FUEL TAX SVC CUSTOMERS

IT'S TAX TIME AGAIN! Be sure your trip sheets reach us by October 5 and remember to send us any tax forms from states that send them to your address instead of ours.

We will not automatically file zeros for everyone who fails to turn in trip sheets. If you had no operations for the past month or past quarter, please call Nancy, Mary Jo, Elva or Elna in our fuel tax department and advise them to file zeros for you.

IMPORTANT

REMINDER: According to IFTA rules and regulations, your IFTA license may be revoked for not using odometer readings per state. Some of you that are not currently

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

using odometer readings should consider using them as soon as possible.

ADOT REMINDER

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

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 10th 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 10th of each month for the previous month. (April trip sheets should be in our office by May 10th, May trip sheets should be in our office by June 10th, etc.). Trip sheets turned in late will incur an additional processing fee.

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.

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.



OCTOBER 2017



SUN	MON	TUE	WED	THU	FRI	SAT
Turquoise 2018 UCR & Permit Renewal Sheet should be turned in to TCS as soon as possible			If TCS prepares your fuel tax reports, all trip sheets through September need to be turned into TCS.			
Oregon quarterly reports are due on November 30th						
1	2	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	31	 If your IRP expires in December, the Pink Renewal sheet should be turned in to TCS this month All 3rd quarter fuel tax reports (except Oregon quarterly) must be mailed (& paid) by October 31st			

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