



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*

NOVEMBER 2017 NEWSLETTER

2018 UCR & permit renewal form was due in our office last month. 2018 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

UCR 2018 Registration Delayed Until Further Notice

From the UCR Board of Directors: The Unified Carrier Registration (UCR) Board of Directors is delaying until further notice the

start of the 2018 registration period while the Federal Motor Carrier Safety Administration (FMCSA) completes the rulemaking process for 2018 fees. Due to this unanticipated further delay, UCR is recommending to all states that the enforcement period for 2018 compliance not begin until 90 days after the final rulemaking is published.

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.

ADOT NOW REQUIRES E-MAIL ADDRESSES

All IFTA/IRP accounts now require a current e-mail address. Please sign and return the enclosed e-mail designation form enclosed with this newsletter.

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, please contact Janet or Vanessa 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



It is now past the October 1 deadline to turn in your pink renewal forms for December 2018

IRP renewals. If you have not yet completed and returned this to us, a new one should be enclosed with this newsletter. If your registration expires in December and you have not received a pink renewal sheet, please contact Janet or Vanessa in our office and they will fax or mail one to you. You may also print one off of our website. If your registration expires on 12/31 and your company has not processed a renewal request to TCS, or directly to ADOT, then chances of receiving your 2018 registration by the expiration date diminish each day. Please do not assume that TCS has automatically processed your renewal. TCS can process renewals only for companies that have replied. ADOT processes renewals as they are submitted in date order. Walk in renewals **will not** be processed by ADOT while you wait. **There is no grace period on your registration cards or tags. If they expire on December 31, 2017, your 2018 credentials must be in your possession by January 1, 2018.**

Renewals that are paid earlier than December will be processed and mailed to you when completed. This early process will still require customers to carry their 2017 credentials until 12/31/17.

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

REMINDER: IRP's processing time is a minimum of three days and that time significantly increases as we get closer to the expiration date.

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.

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 July, August, and September trip sheets into our office for processing the last two weeks of October. 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. (July trip sheets should be turned in by August 10th, August trip sheets should be turned in by September 10th, etc.). Trip sheets turned in late will incur an additional processing fee.

THANKSGIVING HOLIDAY

TCS will be closed at noon on Wednesday November 22RD and all day both Thursday November 23th and Friday November 24th. We hope you all have a safe and happy holiday.

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.



NOVEMBER 2017



| SUN | MON | TUE | WED | THU | FRI | SAT |
|--|-----|-----|--------------------|---|--|-----|
| Has your UCR & permit renewal form been returned to TCS? We cannot proceed with your UCR & permit renewals until we receive this form. | | | | | | |
| | | | 1 | 2 | 3 | 4 |
| If TCS prepares your fuel tax reports, all trip sheets through October need to be turned into TCS. | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | | | TCS closes at noon | Thanksgiving Holiday - TCS closed | TCS closed | |
| 19 | 20 | 21 | 22 |  23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | Oregon 3rd quarter report (& payment) due by November 30th | |

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