



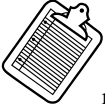
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*The Power of
 Teamwork
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NOVEMBER 2023 NEWSLETTER

2024 UCR & Permit Renewal form is due. 2024 IRP Renewal 2nd Request forms included with this newsletter.

2024 UCR & 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 2023 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 2024 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 2024 renewal processing time is a minimum of 3 days and this time increases the closer we get to the renewal date.

THANKSGIVING HOLIDAY

TCS will be closed at noon on Wednesday November 22nd and all day both Thursday November 23rd and Friday November 24th.

We hope you all have a safe and happy holiday.

IRP JANUARY 2024 TO DECEMBER 2024 RENEWALS

 It is now past the October 1st deadline to turn in your pink renewal forms for December 2024 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 Ana, Socorro or Eva 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 12/31/23 and your company has not processed a renewal request to TCS, or directly to ADOT, then chances of receiving your 2024 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, 2023, your 2024 credentials must be in your possession by January 1, 2024.** 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 2023 credentials until 12/31/23. **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.

(**must be notarized**), 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, 2022. If you are not going to have TCS process your 2023 IFTA renewal, TCS will still need your original signed Power of Attorney and Record Keeping Agreement, also please contact Marbella or Leslie 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, 2023.

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 2023/2024 stamped 2290 paid receipt with the VIN # will be required when processing your renewal registration.**

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 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

2023 IFTA RENEWALS

If TCS is processing your 2024 IFTA renewal, we **MUST** have your IFTA renewal payment, signed ADOT Power of Attorney

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

the hearing, ADOT will revoke your IFTA license for 6 months. **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 Veronica or Marbella in our office or just e-mail us at irp@tcsphoenix.com.

FUEL TAX SERVICE LATE 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. (September trip sheets should be in our office by October 10th, October trip sheets should be in our office by November 10th, etc.). Trip sheets turned in late will incur an additional processing fee.

TELEPHONE EXTENSIONS

Curt - 212
Elva (fuel taxes) - 209
Socorro (registration & titles) - 213
Bookkeeper (bookkeeping) - 204
Xochitl (fuel taxes) - 202
Ana (registration & 2290) - 203
Eva (registration & titles) - 208
Karina (fuel taxes) - 214
Broania (authority & permits) - 210
Myriam - 211
Nancy (fuel taxes) - 206

www.TCSPhoenix.com

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.

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