



TRANSPORT CARRIER SERVICES
 Mailing Address: P. O. Box 14650; Phoenix AZ 85063-4650
 Physical: 6535 W Camelback Rd, Ste 1, 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*

OCTOBER 2023 NEWSLETTER

2024 UCR & Permit Renewal form is due. December IRP Renewal forms can be sent upon request.

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 2024 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.

IRP JANUARY 2023 TO 2024 DECEMBER

Fleet IRP renewals will need to be processed with ADOT for those that expire on December 31, 2023. 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 Rebeca or Socorro 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, 2023 **WILL** expire on that day. If you have any questions on your renewal, please contact Rebeca or Socorro in 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 \$40.00 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.

2024 IFTA RENEWALS

If TCS is processing your 2024 IFTA renewal, we **MUST** have your IFTA renewal payment, signed ADOT Power of Attorney (**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, 2023. If you are not going to have TCS process your 2024 IFTA renewal, TCS will still need your original signed Power of Attorney and Record Keeping Agreement, also please contact Rebeca or Socorro 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 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 Rebeca or

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

Socorro in our office or just e-mail us at irp@tcsphoenix.com.

FUEL TAX SVC CUSTOMERS

IT'S TAX TIME AGAIN! Be sure your trip sheets reach us by October 10 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, Karina, or Elva 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 using odometer readings should consider using them as soon as possible.

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 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. (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.

NEW DOT REQUIREMENTS:

Any DOT Updates or changes, the DOT is requiring a current copy of the drivers license for the person listed with the DOT.

TELEPHONE EXTENSIONS

Curt - 212
Elva (fuel taxes) - 209
Socorro (registration & titles) - 213
Bookkeeper (bookkeeping) - 204
Xochitl (fuel taxes) - 202
Rebeca (registration & 2290) - 203
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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