



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

# MARCH 2024 NEWSLETTER

*Arkansas will be sending you tax forms to be filled out for the calendar year of 2023 – see below.*

## IRP APRIL 2024 TO MARCH 2025 RENEWALS

**As there is no grace period on current Arizona plates/tags, March 2024 credentials expire at midnight, Sunday, March 31, 2024. Your 4/1/24 to 3/31/25 credentials**



**must be in your possession by April 1, 2024.**

**SPECIAL NOTE:**

Any March renewal requests received in our office after March 15th will most likely not be processed until after your expiration date and there will be an additional service fee to expedite your registration. If your apportioned plates expire in March and you have not yet sent us your orange renewal sheet, please send it to us as soon as possible to avoid future complications. If you need a renewal form, please contact Ana, Rebeca, Socorro or Eva in our office or print one from the forms page of our website.

Payments made to TCS in the final week of expiration have limited processing times and may result in your credentials being issued AFTER the expiration date.

**INSURANCE:** Please submit a current certificate of insurance for your vehicle(s) registration to TCS. MVD requires TCS to retain the certificate for file purposes.

**REMINDERS:** IRP's processing time is a minimum of three days. As we get closer to the expiration date, processing time increases significantly.

If you do not want TCS to do your IRP renewal, give us a call and we will send ADOT's IRP renewal printout to you.

## 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 Ana, Rebeca, Socorro or Eva in our office or just e-mail us at [irp@tcsphoenix.com](mailto:irp@tcsphoenix.com).

## 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. The following is 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.

<b><u>METHOD OF PAYMENT</u></b>
<b>Company check under \$1,000</b> (or multiple checks totaling under \$1,000) - same day processing (as scheduling permits)
<b>Wire Transfer any amount or Cash under \$10,000</b> – same day processing (as scheduling permits)
<b>Cashier's Check under \$5,000</b> - same day processing (as scheduling permits)
<b>Cashier's Check over \$5,000</b> - 4 business-days waiting period
<b>Company Check over \$1,000</b> (or multiple checks totaling over \$1,000) – 10 business days waiting period
<b>Credit card</b> acceptance varies – please ask for availability (convenience fee will be applied)

## AD VALOREM – PROPERTY TAX REPORTS

It's that time again. Arkansas will be emailing you an announcement for the calendar year of 2023. The forms must be completed and returned even if there were no miles in the state. If you would like TCS to complete these forms for you, you must forward them to us or bring them in. There will be a service fee to complete these forms for you. **DO NOT IGNORE THIS EMAIL JUST BECAUSE YOU HAD NO MILES IN THE STATE.** You will be charged a penalty for not submitting these completed forms.

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

Please note that registration cannot be issued without a paid 2290 receipt and the IRS will not issue a receipt until the tax has been paid in full.

## 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

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

people turning in October, November, and December trip sheets into our office for processing the last two weeks of January. 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. (January trip sheets should be in our office by

February 10<sup>th</sup>, February trip sheets should be in our office by March 10<sup>th</sup>, etc.). Trip sheets turned in late will incur an additional processing fee.

#### **FHWA & DOT UPDATES**

All entities are required to notify the FMCSA within 30 days of any changes to their legal name, form of business, or address. However, making these updates does not relieve an entity of compliance with the biennial update requirement.

#### **TELEPHONE EXTENSIONS**

Curt - 212  
Broania (authority & permits) - 210  
Elva (fuel taxes) - 209  
Xochitl (fuel taxes) - 202  
Bookkeeper/Chanel (bookkeeping) - 204  
Karina (fuel taxes) - 214  
Ana (registration & 2290) - 203  
Rebeca (registration & 2290) - 207  
Socorro (registration & Titles) - 213  
Eva (registration & Titles) - 208  
Myriam - 211  
Nancy (fuel taxes) - 206

**[www.TCSPhoenix.com](http://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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