



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*

APRIL 2024 NEWSLETTER

1ST QUARTER FUEL TAXES ARE DUE THIS MONTH!

IRP JULY 2024 TO JUNE 2025 RENEWALS

Fleet IRP renewals will need to be processed with ADOT for those that expire on June 30, 2024. If your apportioned plates expire in June, there should be a purple renewal information sheet included with this newsletter. If your plates expire in June and a purple renewal sheet is not enclosed, please give our office a call so we can mail or fax one to you. You can also print a renewal form off the forms page of our website. It is very important that your renewal request be processed and submitted to ADOT as soon as possible. ADOT WILL NOT EXTEND ANY GRACE PERIOD. All apportioned plates that expire on June 30, 2024 WILL expire on that day.

SPECIAL NOTE ON REGISTRATIONS: Additional fees may be due to obtain ADOT’s authorization to release credentials.

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.

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.

METHOD OF PAYMENT

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

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.

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.

1ST QUARTER FUEL TAXES

1st quarter fuel taxes are due this month. Remember, trip sheets are processed as they are received. If you have not operated for any period of time, please be sure to note it on your trip sheets or call Nancy, Elva, or Karina and have them file zeros or “no operations” for you.

IMPORTANT: If you stopped running in the middle of the month, or anytime at all during the month, you must write a note on your trip sheet that there will be no more trips for that month. Do not assume your fuel tax preparer will know!

EXAMPLE: If your last trip ends on the 20th, your tax preparer will hold your trip sheets waiting for the last week, thus making your taxes late and penalties due!

Also, please forward any tax forms to us that you received at your residence or place of business well before the tax deadline of April 30th. The ADOT penalty alone for a late IFTA report is a \$50.00 late fee plus 1% of the tax due.

As a convenience to our fuel tax customers, and, in most cases, to speed up the fuel tax preparation process, TCS gives you the option to e-mail or fax copies of your trip sheets and fuel receipts to us. This does not, however, detract from your responsibility to retain the original trip sheets and fuel receipts for a period of no less than five years for audit purposes. If time allows, please mail your trip sheets rather than fax them. Faxes are usually very hard to read and some pages may not come through at all. In all cases, please be aware that TCS will only be responsible to report your fuel taxes based on the information that you provide.

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 January, February, and March trip sheets into our office for processing the last two weeks

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

of March. 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. (February trip sheets should be in our office by March 10th, March trip sheets should be in our office by April 10th, 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.

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

TELEPHONE EXTENSIONS

Curt - 212
Broania (authority & permits) - 210
Elva (fuel taxes) - 209
Bookkeeper/Chanel (bookkeeping) - 204
Karina (fuel taxes) - 214
Ana (registration & 2290) - 203
Socorro (registration) - 213
Eva - (registration) - 208
Xochitl (fuel taxes) - 202
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.

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