



**TRANSPORT CARRIER SERVICES**

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**2012/2013 MARCH IRP RENEWAL**

**IMPORTANT  
YOUR CURRENT  
PHONE NUMBER:**

( ) -

Company Name: \_\_\_\_\_

#: \_\_\_\_\_

Are you leased to another company? No \_\_\_\_\_

If yes, please give company name \_\_\_\_\_ & USDOT# \_\_\_\_\_

According to our records, your fleet IRP will expire March 31, 2012. This form should be completed and returned to TCS as soon as possible to assure an accurate and timely renewal. You can mail or fax this form back to our office. Please read all notes and directions carefully. If you have questions feel free to give us a call.

**GRACE PERIOD**

ADOT will not issue any grace period beyond the March 31<sup>st</sup> expiration.

US DOT# (please verify)

**STATE MILES NEEDED**

The mileage time period for the March renewal will be from July 1, 2010, to June 30, 2011. You will need to provide total miles traveled in each state during this period for all power units in operation during this time period (apportioned only). If TCS has filed your IFTA taxes during this period, we should already have this information for you. **If TCS did not file your IFTA taxes, you must provide the mileage information to us.** TCS will declare actual miles and registration for the states traveled in prior year to minimize registration costs. Please check the map for the states that you are anticipating travel in for the new registration through March 2013. If you are adding states, please contact Myriam or Elaine in our office.

**INFORMATION NEEDED FOR RENEWAL:**

1. Please provide an equipment list of vehicles (trucks) that need to be renewed. Your trailers should already have AZ permanent plates. You can write on the back of this sheet or attach a second sheet. **Do not assume that TCS knows what vehicles you need renewed.**
2. Please provide a copy of your validated "2290" (2011/2012) tax receipt from the IRS for any taxable power units. The IRS may take up to a month to return the receipt to you. **Do not wait for the receipt before you return this form to TCS.** We will start the renewal process without it. If TCS processes your 2290 tax forms and payments, we will already have a copy in our office. If you are processing the 2290 tax forms and payments, you must maintain a copy of your 2290 schedule identifying the vehicles by VIN. This 2290 schedule copy plus your cancelled check (front and back) may also be used as proof of payment for ADOT purposes.
3. Please circle (or X) all states your fleet will travel in April 1, 2012 to March 31, 2013.

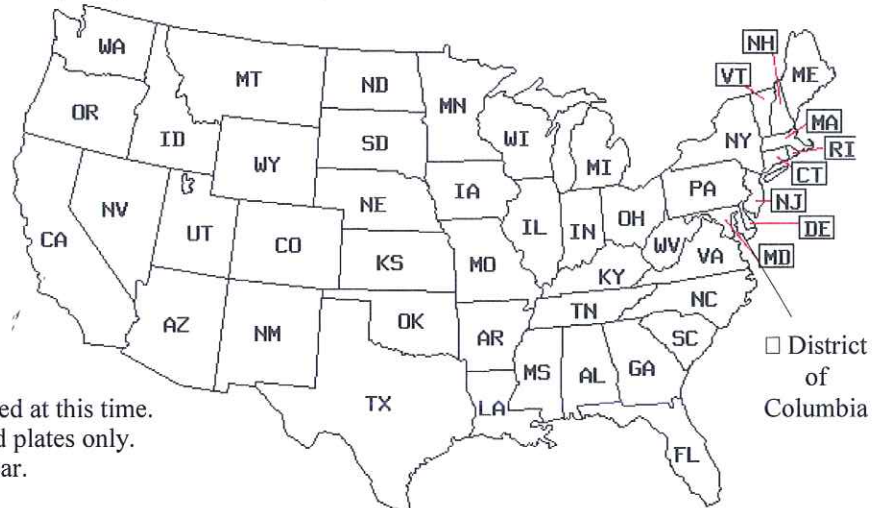
**CANADA**

- |   |   |
|---|---|
| <input type="checkbox"/> Alberta          | <input type="checkbox"/> NW Territory   |
| <input type="checkbox"/> British Columbia | <input type="checkbox"/> Ontario        |
| <input type="checkbox"/> Manitoba         | <input type="checkbox"/> Prince Ed Isle |
| <input type="checkbox"/> New Brunswick    | <input type="checkbox"/> Quebec         |
| <input type="checkbox"/> Newfoundland     | <input type="checkbox"/> Saskatchewan   |
| <input type="checkbox"/> Nova Scotia      | <input type="checkbox"/> Yukon          |

**MEXICO**

**PERMITS**

No permits other than fleet IRP will need to be renewed at this time. This renewal will involve the renewing of apportioned plates only. All other permits will be renewed at the end of this year.



**IMPORTANT NOTES:** 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. IRP's processing time is a minimum of 3 days. As we get closer to the expiration date, processing time increases significantly. **ANY RENEWAL REQUESTS SUBMITTED AFTER MARCH 15<sup>TH</sup> WILL BE ASSESSED AN ADDITIONAL \$25.00 PROCESSING FEE AND THERE IS NO GUARANTEE THAT ADOT WILL RELEASE CREDENTIALS BEFORE THE EXPIRATION DATE.**

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**PLEASE COMPLETE BACK SIDE ALSO**