

# Heavy Vehicle Use Tax Return

For the taxable year July 1, 1998, through June 30, 1999

Keep a copy of this return for your records.

OMB No. 1545-0143

▶ **Attach both copies of Schedule 1 to this return.**

Please Type or Print  Check here if: Address change <input type="checkbox"/> Final return <input type="checkbox"/>	Name	Employer identification number	<b>FOR IRS USE ONLY</b>  T ..... FF ..... FP ..... I ..... T .....
	Address (number, street, and room or suite no.)		
	City, state, and ZIP code (province or state, postal code, and country) (Do not abbreviate.)		

**Part I Figuring the Tax**

<b>1</b> Was the vehicle(s) reported on this return in service on public highways during <b>July 1998</b> ? If YES, enter <b>9807</b> in the boxes to the right. If NO, see the instructions for <b>Line 1</b> on page 5 ▶	1	Y	Y	M	M
<b>2</b> <b>Total tax.</b> Enter the total amount from page 2, column 4, categories A through V . . . . . ▶	2				
<b>3</b> <b>Additional tax</b> from increase in taxable gross weight. See the instructions on page 5 . . . . . ▶	3				
<b>4</b> <b>Adjustments.</b> See the instructions on page 5. Attach statement . . . . . ▶	4				
<b>5</b> <b>Tax as adjusted.</b> Add line 2 plus line 3 minus line 4. This is the amount you owe. See the instructions for figuring the tax on page 5. If paying in installments, go to line 6 . . . . . ▶	5				
<b>6</b> <b>Installment payment.</b> See instructions on page 4 . . . . . ▶	6				

**Part II Statement in Support of Suspension** (Complete the statements that apply. Attach additional sheets if needed.)

- 7** I declare that the vehicles listed below are expected to be used on public highways (check the box that applies):  
 5,000 miles or less     7,500 miles or less for agricultural vehicles  
 during the taxable year July 1, 1998, through June 30, 1999. Also complete and attach Schedule 1, Part II.  
 Vehicle identification numbers (Attach a separate list if more space is needed.)
- 8** I declare that EACH vehicle listed as exempt from the tax on Form 2290 filed for the **last** tax period was not used more than 5,000 miles (7,500 for agricultural vehicles) and therefore is not subject to the use tax for that period. **Check this box if applicable.**
- 9** I declare that vehicle identification numbers were listed as eligible for the suspension on a prior return. These vehicles were transferred to on , 19 . At the time of the transfer, the vehicles were still eligible for the suspension of the tax. (Attach a separate list if more space is needed.)

Under penalties of perjury, I declare that I have examined this return, and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete.

Signature ▶ Title (Owner, etc.) ▶ Date ▶

(Please type or print name below signature.) Telephone number ( )

For Privacy Act and Paperwork Reduction Act Notice, see instructions on page 7. Cat. No. 112500 Form **2290** (Rev. 7-98)

DETACH HERE

## Payment Voucher

For the taxable year July 1, 1998, through June 30, 1999  
 See the **Voucher Instructions** on page 8.  
 ▶ **Do not staple or attach this voucher or your payment to your return.**

OMB No. 1545-0143

<b>1</b> Enter the amount of the payment you are making  \$ .	<b>2</b> Enter the first four letters of your business name  	<b>3</b> Enter your employer identification number  
<b>4</b> Enter taxable year (see instructions)  Y Y M M	<b>5</b> Enter your business name  Enter your address  Enter your city, state, and ZIP code	

Send Form 2290, this voucher, and payment to:  
**Internal Revenue Service**  
**P.O. Box 6229**  
**Chicago, IL 60680-6229**

### Tax Computation

Category	Taxable Gross Weight (in pounds) <small>If the taxable gross weight of your vehicle is listed in one of the categories shown below, you are required to file this return. The rate in column (1) is based on the taxable gross weight. (See page 7.)</small>	(1) Annual rate (vehicles used during July)		(2) Partial-year rate (vehicles first used after July) (See the tables on page 8.)		(3) Number of vehicles		(4) Amount of tax (col. (1) or (2) times col. (3))														
		(a) Vehicles Except Logging or Canadian/Mexican*	(b) Logging or Canadian/Mexican* Vehicles	(a) Vehicles Except Logging or Canadian/Mexican*	(b) Logging or Canadian/Mexican* Vehicles	(a) Vehicles Except Logging or Canadian/Mexican*	(b) Logging or Canadian/Mexican* Vehicles															
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
	<b>55,000</b>	<b>\$100.00</b>	<b>\$75.00</b>	\$	\$			\$														
	55,001 – 56,000	122.00	91.50																			
	56,001 – 57,000	144.00	108.00																			
	57,001 – 58,000	166.00	124.50																			
	58,001 – 59,000	188.00	141.00																			
	59,001 – 60,000	210.00	157.50																			
	60,001 – 61,000	232.00	174.00																			
	61,001 – 62,000	254.00	190.50																			
	62,001 – 63,000	276.00	207.00																			
	63,001 – 64,000	298.00	223.50																			
	64,001 – 65,000	320.00	240.00																			
	65,001 – 66,000	342.00	256.50																			
	66,001 – 67,000	364.00	273.00																			
	67,001 – 68,000	386.00	289.50																			
	68,001 – 69,000	408.00	306.00																			
	69,001 – 70,000	430.00	322.50																			
	70,001 – 71,000	452.00	339.00																			
	71,001 – 72,000	474.00	355.50																			
	72,001 – 73,000	496.00	372.00																			
	73,001 – 74,000	518.00	388.50																			
	74,001 – 75,000	540.00	405.00																			
	<b>Over 75,000</b>	<b>550.00</b>	<b>412.50</b>																			
	Tax-Suspended Vehicles (See <b>Suspended Vehicles</b> on page 6.)																					
<b>Total tax</b> on vehicles reported on this return. Add the amounts in column (4), categories A through V. Enter here and on line 2, page 1 . . . . .								\$														

**Complete both copies of Schedule 1 (Form 2290) on page 9 and attach it to Form 2290.**

\* See instructions on page 3 for information on reduced rates for logging and Canadian/Mexican vehicles.

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

One source of funds for the national highway construction program is the Federal highway use tax on heavy motor vehicles that are used on public highways. You may be liable for this tax if a taxable highway motor vehicle is registered in your name.

The tax applies to highway motor vehicles having taxable gross weights of 55,000 pounds or more. This includes trucks, truck tractors, and buses. Generally, vans, pickup trucks, panel trucks, and similar trucks are not subject to this tax.

### Rate of Tax

**Full year.** The Federal highway use tax is a graduated tax that is based on the taxable gross weight of the vehicle. The tax rates for the taxable year which begins in July each year are:

Taxable gross weight	Rate of tax
At least 55,000 but not over 75,000 pounds	\$100 a year plus \$22 for each 1,000 pounds or fraction thereof over 55,000 pounds
Over 75,000 pounds	\$550

**Partial year.** If you first use your vehicle on public highways in a month after July, the tax is prorated. The amount of tax is based on the number of months the vehicle is in use. See **Table I** on page 8 for the partial-year tax rates.

**Reduced rate.** The tax rate is reduced by 25% for logging and Canadian/Mexican vehicles. See the **Tax Computation** on page 2 (Form 2290) for the tax rates for these vehicles; for the partial-year tax rates, see **Table II** on page 8.

### Purpose of Form

Use Form 2290 to figure and pay the tax due on heavy vehicles used on public highways. Also use this form to claim exemption from the tax when such vehicles are expected to be used on public highways 5,000 miles or less (7,500 miles or less for agricultural vehicles). Use Schedule 1 as proof of payment of this tax to register your vehicle in any state.

The **Form 2290-V, Payment Voucher**, is for correctly crediting your heavy vehicle use tax payment to your account. Use the payment voucher to make your heavy vehicle use tax payment for the year (or your first installment payment). This will speed processing, reduce processing costs, and reduce the chance of errors. You may receive a preprinted Form 2290 and Form 2290-V with your name, address, and employer identification number (EIN) on it. If you use a third party preparer, provide the preprinted Form 2290 and the payment voucher to the return preparer. See **How To Pay the Tax** on page 4.

### Who Must File

You must file Form 2290 and Schedule 1 if a taxable highway motor vehicle is registered, or required to be registered, in your name under state, District of Columbia, Canadian, or Mexican law at the time of its first taxable use or when you claim exemption under the suspension of tax liability rules. **Taxable use** refers to operating the vehicle with power from its own motor on any public highway in the United States.

You may be an individual, corporation, partnership, or any other type of organization (including nonprofit, charitable, educational, etc.).

**Second-hand vehicle purchased.** If you acquire a second-hand taxable vehicle and have it registered in your name during the tax period, you must have proof of taxable use of this vehicle in the tax period, and if applicable, suspension of the tax, before it was registered in your name. The evidence may be a written statement, signed and dated by the person (or dealer) from whom you purchased the vehicle.

If a taxable vehicle is used in the tax period while registered in the name of the first owner, that person owes the tax. If the first owner pays it, no later owners owe the tax for that period. Proof of payment of tax is a copy of Schedule 1, Form 2290, stamped by the IRS. However, if you obtain, register, and use a vehicle in a tax period for which the tax is due and not paid, you are liable for the unpaid tax for the entire period of taxable use. It does not matter that the prior user, who failed to pay the tax, had filed a return. As the later user in a tax period, you must report or pay the tax by the last day of the month after the month the IRS notifies you that a return must be filed.

**Foreign persons.** Foreign persons are liable for this tax if they are required to register vehicles in any of the states, the District of Columbia, Canada, or Mexico.

**Dual ownership.** If a taxable vehicle is registered in the name of both the owner and another person, the owner is liable for the tax. This also applies to dual registration of a leased vehicle.

**Dealers.** Any vehicle operated under a dealer's tag, license, or permit is considered registered in the name of the dealer.

**Exemptions.** To be exempt from the highway use tax, a truck, truck tractor, or bus must be used **and** actually operated by:

- The Federal Government,
- Any state,
- The District of Columbia,
- Any local government,
- The American National Red Cross,
- Nonprofit volunteer fire departments, ambulance associations, and rescue squads.

The exemption applies to vehicles operated by:

1. An Indian tribal government but only if the vehicle's use involves the exercise of an essential tribal government function.
2. A mass transportation authority if it is created under a statute that gives it certain powers normally exercised by the state.
3. A state or local government even if used in an activity usually carried on by private business.

**Example.** Trucks used by a city to collect trash from an industrial company's premises under a contract awarded in competitive bidding from the company are not subject to the tax.

**Not exempt.** This exemption does not apply to:

1. Owner-operated school buses used only to transport students to and from school under a contract with a board of education.
2. Vehicles driven and maintained by a taxpayer under a U.S. mail contract.
3. Government-owned vehicles driven and maintained by a company doing research and development under a government contract.
4. Government-owned vehicles furnished to and operated by contractors in connection with government-operated plants. However, they are not subject to the highway use tax if the vehicles are neither registered nor required to be registered in any state.

### When To File

The following rules on filing apply whether you are paying the tax or requesting suspension of the tax.

**Full year.** If you have vehicle(s) that are in use on public highways, you must file Form 2290 by August 31, 1998, for the taxable year July 1, 1998, through June 30, 1999. Regardless of when you renew your state registration, the Form 2290 is due by August 31 of each year you use the vehicle(s) on public highways. You must pay the full tax on all vehicles that you have in use during the month of July.

**Partial year.** If you first use a vehicle on public highways in a month after July 1998, you must file Form 2290 by the last day of the following month. For example, if a company purchases and uses a vehicle in February 1999, Form 2290 must be filed by March 31, 1999. For the taxable year beginning July 1, 1999, you file the return by August 31. See **Full year** above.

**Note:** If any due date falls on a Saturday, Sunday, or legal holiday, file on the next business day.

**Prior year.** If you are late filing a Form 2290 for a taxable year prior to July 1998, you must order a copy of the form for that taxable year from the IRS. Call 1-800-TAX-FORM (1-800-829-3676). Specify that you are ordering a "prior year" Form 2290 and the taxable year. Remember that the Form 2290 taxable year begins July 1 and ends June 30. For example, if you are ordering Form 2290 for a taxable vehicle you first used in January 1996, you must specify the return for the taxable year "July 1, 1995, through June 30, 1996."

**Increase in taxable gross weight.** You must also file a return when the taxable gross weight of a vehicle increases during the tax period. See **Determining Taxable Gross Weight** on page 7.

**Exceeding the mileage limit.** If you file Form 2290 and complete the suspension statement and later find that your vehicle exceeded the mileage use limit, you must file another Form 2290. See **Suspended Vehicles** on page 6.

### Where To File

Mail your return using the U.S. Postal Service or designated private delivery service to the **Internal Revenue Service** at the address listed. See **Pub. 509, Tax Calendar for 1998**, for more information.

**Return without payment:**  
Cincinnati, OH 45999-0031

**Return with payment:**  
P.O. Box 6229  
Chicago, IL 60680-6229

**Exception.** For later installment payments, see **Paying in Installments** on page 4.

**Final Return**

If you have gone out of business or you no longer have a taxable vehicle in service, you need to file a final return. Check the **Final return** box on Form 2290, sign the return, and mail it to the IRS. After receiving the final return, the IRS will stop mailing Form 2290 to you.

**Recordkeeping**

You must keep records for all taxable highway vehicles registered in your name. Records must be kept for at least 3 years after the date the tax is due or paid, whichever is later. They must be available at all times for inspection by the IRS. You should also keep copies of all returns and schedules you have filed. Keep your records even if a vehicle is registered in your name for only a portion of a taxable year. If a highway motor vehicle is exempt from tax for a tax period because its use on public highways during the period did not exceed 5,000 miles (7,500 miles for agricultural vehicles), the owner must keep the records at least 3 years after the end of the tax period to which the exemption applies.

Records for each vehicle should show:

1. A description of the vehicle (including serial number or other manufacturer's number) in enough detail to give a positive identification of the vehicle.
2. The weight of loads carried by the vehicle in the same form as required by any state in which the vehicle is registered or required to be registered.
3. The date you acquired the vehicle and the name and address of the person from whom you acquired it.
4. The first month of each tax period in which a taxable use occurred and any prior month in which the vehicle was used in this tax period while registered in your name, with proof that the prior use was not a taxable use.
5. The date of sale or other transfer of the vehicle and the name and address of the person to whom transferred. If it was not sold or transferred, the records must show how and when you disposed of it.
6. If the tax is suspended for a vehicle (see **Suspended Vehicles** on page 6), keep a record of actual highway mileage. If the tax is suspended for an agricultural vehicle, you should also keep accurate records of the number of miles it is driven on a farm since mileage on the farm is not counted toward the 7,500-mile limit.

**Penalties and Interest**

The law provides penalties for failing to keep adequate records, file returns, or pay taxes when due. There are also penalties for late filing and for filing false or fraudulent returns. These penalties are in addition to the interest charge on late payments.

**Examination and Appeal Procedures**

If your excise tax return is examined and you disagree with the findings, you can get information on audit and appeal procedures from **Pub. 556**, Examination of Returns, Appeal Rights, and Claims for Refund. However, an unagreed highway use tax case can only be contested after payment of the tax by filing a suit for a refund in the United States District Court or the United States Court of Federal Claims.

**How To Pay The Tax**

You may pay the tax in full with your return, or pay the tax in as many as four equal installments if your return is filed on time. Complete the Form 2290-V for your payment in full or for the first installment payment. Make your check or money order payable to the "Internal Revenue Service." Be sure to include your name, address, EIN, type of tax (Form 2290), and the tax period on it. **Caution: Do not use EFTPS to make your payment. If you do, you will not get your stamped copy of Schedule 1 (Form 2290) returned to you. See Schedule 1 on page 6.**

**Paying in Installments**

If you choose to pay the tax due in installments, you **must** pay the first installment when you file the return, that is, by the last day of

the month following the month of the vehicle's first taxable use in the taxable year. The month in which you first owe the tax determines how many installments to make. However, if you first use your vehicle in April, May, or June, you cannot pay in installments.

To figure when and how much to pay for each installment, use the following table.

(a) IF your first taxable use is in ...	(b) THEN your number of payments is ...	(c) AND your 1st payment is due by the last day of ...	(d) AND your next payments are due by the last day of ...
Jul	4	Aug	Dec, Mar, Jun
Aug	4	Sep	Dec, Mar, Jun
Sep	4	Oct	Dec, Mar, Jun
Oct	3	Nov	Mar, Jun
Nov	3	Dec	Mar, Jun
Dec	3	Jan	Mar, Jun
Jan	2	Feb	Jun
Feb	2	Mar	Jun
Mar	2	Apr	Jun

**How to figure the installment payment.** Divide the amount on line 5 (Form 2290) by the number of payments shown in column (b) from the table above. Pay this amount by the due dates shown in columns (c) and (d). Enter the installment amount due on line 6 and make your first installment payment with the return. Fill in the **Record of Installment Payments** below for your records.

After the first installment, IRS will send you a notice of each installment before it is due. Return your installment payment with that notice. If you do not get a notice for the 2nd, 3rd, or 4th installment payments, make your payment by sending your check with the required information on it (name, address, EIN, type of tax (Form 2290), and tax period). **Do not:**

- Complete a payment voucher, or
- Prepare a new Form 2290 or send a copy of the original you filed.

Mail your payments to **IRSC, Cincinnati, OH 45999-0031**.

**Note:** If you choose to pay in installments and later within the taxable year sell the vehicle, you are still liable for the full tax and must pay any remaining installments for the taxable period.

**Late payments.** You may pay any installment BEFORE it is due. But if you pay an installment late, the whole amount of the unpaid tax becomes due. It is payable upon notice and demand from the IRS.

**Extension of Time To File and Pay**

You may request an extension of time to file a return and pay the tax. Explain the cause of the delay fully and send your letter to the Director of the Internal Revenue Service Center, Cincinnati, OH 45999-0031.

**Specific Instructions**

**Name and Address**

The first time you file Form 2290, type or print your name and address. Include the suite, room, or other unit number after the street address. Each year after, the IRS will mail you a Package 2290 with your information preprinted on the form. If you receive a preprinted form, check your information. Make any corrections on the form.

**P.O. box.** If the Post Office does not deliver mail to the street address and you have a P.O. box, show the box number instead of the street address.

**Canadian or Mexican addresses.** If your address is in Canada or Mexico, enter the information in the following order: city, province or state, and country. Follow the country's practice for entering the postal code. Please do not abbreviate the country name.

**Record of Installment Payments (see above for payment due dates)**

Payment number	(a) Date	(b) Check or money order number	(c) Amount paid	(d) Cumulative total paid (add amounts in col. (c) through the applicable line)
1				
2				
3				
4				

### Employer Identification Number (EIN)

If the preprinted EIN on the form is wrong or you did not receive a form with preprinted information, enter the correct number. If you do not have an EIN, get Form SS-4, Application for Employer Identification Number, to apply for one. Form SS-4 has information on how to apply for an EIN by mail or by telephone.

### Part I—Figuring The Tax

#### Line 1

If you placed your vehicle(s) in service after July 1998, you need to enter the year and month the vehicle(s) was first used on public highways. For instance, if you first used the vehicle(s) in December 1998, enter "9812", if you first used the vehicle(s) in March 1999, enter "9903".

**Note:** This same year-month information must be entered on Form 2290-V, Box 4, if not preprinted on the voucher.

A separate Form 2290 must be filed for each month you first use a vehicle on public highways. See **When To File** on page 3.

#### Line 2

**Tax computation.** To figure the tax, go to page 2. You need to know the taxable gross weight of each vehicle which determines the category. See **Determining Taxable Gross Weight** on page 7. The taxable gross weight categories are listed.

**Column 1(a) or 1(b).** The full-year tax rates are listed by category.

**Column 2(a) or 2(b).** If you are figuring the tax for a partial year, enter the tax on the appropriate line from the **Partial-Year Rate Table** on page 8.

**Column 3(a) or 3(b).** Enter the number of vehicles for each category, including any tax-suspended vehicles in category W. Be sure to include any taxable vehicles you acquired in the last taxable year.

**Column 4.** Enter the tax for each category. Add the tax amounts for categories A through V, and enter the total.

**Total tax.** Enter on line 2, page 1, the total tax from page 2.

#### Line 3

If the taxable gross weight of a vehicle increases during the tax period, and the vehicle falls in a new category, you must file a new Form 2290 and pay the additional tax for the remainder of the tax period. For instance, an increase in maximum load customarily carried may change the taxable gross weight.

Figure the additional tax as shown below.

**Note:** If the increase in taxable gross weight occurs in July after you have filed your return, figure the additional tax by using the amounts on page 2.

1. From page 2, determine the new taxable gross weight category. Next, go to page 8. Find the month when the vehicle's taxable gross weight increased. Read down the column to the new category; this is the new tax. Enter the amount here \$ \_\_\_\_\_
2. On page 8, find the tax under that month that the previous category reported. Enter the amount here \$ \_\_\_\_\_
3. Additional tax. Subtract line 2 from line 1. Enter the additional tax here and on page 1 (Form 2290), line 3 \$ \_\_\_\_\_

File Form 2290 by the last day of the month following the month of the increase in taxable gross weight. Attach a copy of the computation to the new Form 2290.

#### Line 4

Only complete line 4 for the following reasons:

- An allowable credit for tax paid on a vehicle that was destroyed or stolen (see below) before June 1 and not used during the remainder of the tax period, or
- The tax paid on a vehicle that was used 5,000 (7,500 for agricultural vehicles) miles or less on the highway during the prior tax period.

Attach an explanation for each adjustment. **Do not** enter any other adjustments on this line.

The amount claimed on line 4 for an adjustment cannot exceed the tax reported on lines 2 and 3. Any excess credit must be claimed as a refund on **Form 8849**, Claim for Refund of Excise Taxes.

Generally, you have the later of 3 years from the date your original return was filed (a return filed early is considered to have been filed on the due date) or within 2 years from the time the tax was paid.

**Vehicles destroyed or stolen.** A vehicle is destroyed when it is damaged by accident or other casualty to such an extent that it is

not economical to rebuild. If the vehicle is destroyed or stolen before the first day of June and then not used during the rest of the taxable year, the tax is prorated for a credit or refund.

Go to the partial-year tax rate tables on page 8. To prorate the tax:

1. Figure the number of months of use from the first day of the month in which the vehicle was first placed in service to the last day of the month in which it was destroyed or stolen.
2. Find the number of months of use in the table. The months are shown in parentheses at the top of the table next to each month.
3. Find the taxable gross weight category of the vehicle.
4. Read down the column. Where the category and months of use intersect is the tax owed.
5. The difference between the tax paid and the tax owed is the amount that can be claimed as a refund or credit. Enter the difference on line 4 of the next Form 2290 required to be filed.

**Note:** A claim for refund can be made on Form 8849 instead of Form 2290. For this purpose, Form 8849 may be filed anytime during the taxable year.

If you are paying the tax using the installment privilege, the tax paid is the amount actually paid, not the total tax liability. You cannot claim a credit for unpaid installment amounts.

If you still owe tax, return the installment notice you received with the reduced payment and an explanation. If you do not owe tax or have overpaid, return the installment notice with an explanation.

#### No Adjustment Is Allowed for the Following:

**Light or decreased loads.** The fact that your vehicle sometimes operates empty or with a load that weighs less than the maximum load customarily carried does not provide a basis for exemption from the tax, a lower tax, a credit, or refund of the tax.

**Vehicle's use discontinued or changed.** If your use of a vehicle is discontinued or changed to an exempt nature or the vehicle is being repaired or rebuilt, or has been junked, you are not allowed a refund or credit for the tax you paid on the vehicle. If you elected to pay the tax in installments, you must pay any unpaid installments. However, see **Vehicle Destroyed or Stolen**, earlier, and **Suspended Vehicles** on page 6.

**Vehicle sold.** If you sell a vehicle, discontinue using it, or change it to an exempt use, you are not allowed a refund or credit of the tax for the remaining months in the tax period unless the vehicle has been used for 5,000 miles or less (7,500 or less for an agricultural vehicle) by you and the subsequent owner during the tax period July through June. See **Suspended Vehicles** on page 6.

**Note:** The 5,000 or 7,500 mileage limitation applies to the total mileage a vehicle is driven during a tax period, regardless of the number of owners.

If you sell or trade in your vehicle on which you have paid the tax, you are not allowed any credit or refund for the tax you paid on the old vehicle. If you elected to pay the tax in installments, you are required to pay any unpaid installments. The new vehicle you get is subject to the tax if it meets the tests discussed under **Vehicles Subject to the Tax** on page 6.

### Part II—Statement in Support of Suspension of Tax

#### Line 7

Complete line 7 to suspend the tax on vehicles you expect to use on public highways in the United States less than the mileage use limit during a taxable year:

- Check the box for the mileage limit that applies to your vehicles.
- Enter the vehicle identification number (VIN). If more space is needed attach a separate sheet.

You must also:

- Enter the total number of tax-suspended vehicles in category W, column (3), on page 2, and
- List the vehicles on which the tax is suspended in Part II of Schedule 1. See Schedule 1 instructions on page 6.

#### Line 8

If in the prior year you completed line 7, check the box on line 8 to verify that the vehicles were used less than the mileage use limit and that you are not subject to the use tax for the taxable year.

#### Line 9

If you transferred the tax-suspended vehicles, complete line 9. See **Transferred Vehicles** on page 6 for information you give to the transferee.

## Agricultural Vehicles

You may have the tax suspended on agricultural vehicles driven 7,500 or fewer miles on public highways during a taxable year. An agricultural vehicle is any highway motor vehicle that is:

1. Used (or expected to be used) primarily for farming purposes, and
2. Registered (under state laws) as a highway motor vehicle used for farming purposes for the entire tax period.

A highway motor vehicle is used primarily for farming purposes if more than half of the vehicle's use (based on mileage) during the tax period is for farming purposes (defined below).

You do not take into account the number of miles that your highway motor vehicle is driven on the farm when determining whether you have driven more than 7,500 miles on the public highways. You should keep accurate records of miles that a highway motor vehicle is operated on a farm.

A special tag or license plate identifying the vehicle as used for farming is not required for it to be considered an agricultural vehicle.

**Farming purposes** means the transporting of any farm commodity to or from a farm, or the use directly in agricultural production.

**Farm commodity** means any agricultural or horticultural commodity, feed, seed, fertilizer, livestock, bees, poultry, fur-bearing animals, or wildlife. A farm commodity does not include a commodity that has been changed by a processing operation from its raw or natural state.

**Example.** Juice extracted from fruits or vegetables is not a farm commodity for purposes of the suspension of tax on agricultural vehicles.

A vehicle used in an activity that contributes in any way to the conduct of a farm such as clearing land, repairing fences and farm buildings, building terraces or irrigation ditches, cleaning tools or farm machinery, and painting is considered used for farming purposes.

But if you use your vehicle in connection with operations such as canning, freezing, packaging, or other processing operations, it will not be considered to be used directly in agricultural production.

Get **Pub. 225**, Farmer's Tax Guide, for more information on farms.

## Suspended Vehicles

**Exceeding the mileage limit.** You must file another Form 2290 if you file Form 2290 and complete the suspension statement and later find that your vehicle exceeded the mileage use limit. Once a vehicle exceeds the mileage use limit, the tax becomes due for the entire year or part of a year for which it is in service, regardless of when it exceeded the 5,000- or 7,500-mile total. Show the additional tax due for the entire year for each vehicle that is no longer exempt on line 2. **Do not** include the identification number of the taxable vehicle on the suspension statement.

Write the word "Amended" at the top of the return and file it by the last day of the month following the month in which the use of the vehicle exceeded the mileage limit.

**Claim for refund or credit.** If a vehicle on which the tax has been paid is used 5,000 or 7,500 or fewer miles on the highway, you may file a claim for refund of the tax on Form 8849, or you may claim it as a credit on line 4, Adjustments, on the Form 2290 that you file for the next taxable year. Form 8849 cannot be filed until after the end of the taxable year (June 30) for this purpose.

## Transferred Vehicles

If a vehicle is transferred while it is eligible for the suspension of the tax, the transferor will not be subject to any tax on the vehicle if he or she gives a statement to the transferee. The statement must show the transferor's name, address, and EIN; VIN; date of the transfer; odometer reading at the beginning of the taxable year; odometer reading at the time of transfer; and the transferee's name, address, and EIN. The transferee must attach this statement to Form 2290 and file the return before the last day of the month following the month the vehicle was transferred.

If, after the transfer, the use of the vehicle on public highways exceeds 5,000 or 7,500 miles (including the highway mileage recorded on the vehicle by the old owner) for the taxable year, and the old owner has provided the required statement, the new owner is liable for the entire highway use tax on the vehicle. If the old owner has not furnished the required statement to the new owner, the old owner is also liable for the tax for that period to the extent the tax has not been previously paid.

## Signature

You must sign the return. Returns filed without a signature will be sent back to you for signing. An unsigned return is not considered filed.

## Schedule 1 (Form 2290)

Complete **both** copies of Schedule 1 and file them with your return. Your return may be rejected if Schedule 1 is not attached to Form 2290.

**Name and address.** The first time you file, enter your name and address on Schedule 1 exactly as you entered it on Form 2290. See **Name and Address** on page 4.

**Part I.** Enter the VIN by category of each taxable vehicle. If you have more than 21 vehicles to report and all the vehicles are registered in the name entered on the schedule, do not complete Part I. Instead, go to Part III, line a, and enter the total number of taxable vehicles that you reported on page 2, column (3), categories A through V.

**Part II.** Enter the VIN of any tax-suspended vehicle. If you have more than nine vehicles to report and all the vehicles are registered in the name entered on the schedule, do not complete Part II. Instead, go to Part III, line b, and enter the total number of taxable vehicles that you reported on page 2, column (3), category W.

**Note:** *Instead of completing Parts I and II, you may attach a statement to Schedule 1 that lists the VINs by category. You must attach two copies of the statement. Be sure to write your name and EIN on each sheet you attach.*

**Proof of payment for state registration.** States will require verification of payment of the use tax for any taxable vehicle before they will register the vehicle. The IRS will return one stamped copy of Schedule 1 to you for use as proof of payment when registering vehicles with the state or, for a Canadian or Mexican vehicle, when entering the United States. Refer to the laws of the states in which the vehicles are registered for specific instructions on submitting proof of payment to a state.

No proof of payment is required for:

- A vehicle with a taxable gross weight of less than 55,000 pounds; or
- A newly purchased vehicle, if you present to the state a copy of the bill of sale showing that the vehicle was purchased within the last 60 days.

**Note:** *Schedule 1 will not be returned to you if:*

- *The tax is not fully paid.*
- *The tax is paid late for a prior year. In this case, state registration is no longer needed. If you want a copy of the prior-year Schedule 1 returned to you, you must send a written request to the Internal Revenue Service Center, Cincinnati, OH 45999-0031.*

## Other Information

### Vehicles Subject to the Tax

Highway motor vehicles (including buses) that have a taxable gross weight of 55,000 pounds or more are taxable.

A **highway motor vehicle** includes any self-propelled vehicle designed to carry a load over public highways, whether or not also designed to perform other functions.

A vehicle consists of a chassis, or a chassis and body, but does not include the load. It does not matter if the vehicle is designed to perform a highway transportation function for only a particular type of load, such as passengers, furnishings, and personal effects (as in a house, office, or utility trailer), or a special kind of cargo, goods, supplies, or materials. It does not matter if machinery or equipment is specially designed (and permanently mounted) to perform some off-highway task unrelated to highway transportation except to the extent discussed below. Examples of vehicles that are designed to carry a load over public highways include buses, highway-type trucks, and truck tractors.

A **public highway** is any road in the United States that is not a private roadway. This includes Federal, state, county, and city roads.

**Vehicles not considered highway vehicles.** Generally, the following kinds of vehicles are not considered highway vehicles.

1. Specially designed mobile machinery for nontransportation functions. A self-propelled vehicle is not a highway vehicle if it consists of a chassis that:

- a. Has permanently mounted to it machinery or equipment used to perform certain operations (construction, manufacturing, drilling, mining, timbering, processing, farming, or operations similar to any of these) if the operation of the machinery or equipment is unrelated to transportation on or off the public highways,
- b. Has been specially designed to serve only as a mobile carriage and mount for the machinery or equipment, whether or not the machinery or equipment is in operation, and
- c. Because of its special design, could not, without substantial structural modification, be used as part of a vehicle designed to carry any other load.

2. Vehicles designed for off-highway transportation. A self-propelled vehicle is not a highway vehicle if:

a. The vehicle is designed primarily to carry a specific kind of load (other than over the public highway) for certain operations (construction, manufacturing, mining, processing, farming, drilling, timbering, or similar operations), and

b. The vehicle's design to carry this load substantially limits or impairs its use over public highways. To determine if the vehicle use is substantially limited or impaired, you may take into account whether the vehicle may travel at regular highway speeds, requires a special permit for highway use, is overweight, or is too tall or too wide for regular highway use.

However, for purposes of item 2b, equipment that is attached to your vehicle and used for loading, unloading, storing, vending, or handling are uses associated with moving the load over public highways even though the equipment may be used off highway. For instance, vacuum loaders do not meet the exception in item 2b. The large collector bodies that are mounted on the chassis are designed to not only retrieve waste from clean-up sites but also carry the cargo from the clean-up site on and off the public highways to the cargo's disposal site.

3. Trailers and semitrailers designed for nontransportation functions off the public highways. A trailer or semitrailer is not a highway vehicle if it is designed only as an enclosed stationary shelter for conducting a function at the off-highway site of construction, manufacturing, mining, processing, farming, drilling, timbering, or similar operations. For example, a trailer specially designed to be used as an office at a construction site is not a highway vehicle.

### Determining Taxable Gross Weight

Generally, the taxable gross weight of a vehicle is the total of the unloaded weight of the vehicle and the weight of the maximum load usually carried on the vehicle. However, the weight declared for registering a vehicle in a state or states will affect the taxable gross weight used to figure the tax. Some states register vehicles by specific gross weight, some by gross weight declared in a category, and others by unloaded weight.

### Registration By Specific Gross Weight

If the vehicle is registered in any state that requires a declaration of gross weight in a specific amount, including proportional or prorated registration or payment of any other fees or taxes, its taxable gross weight must be no less than the highest gross weight declared for the vehicle in any state. If the vehicle is a tractor-trailer, the taxable gross weight must be no less than the highest combined gross weight declared.

### Registration By Gross Weight Category

If the vehicle is registered in any state that requires vehicles to be registered on the basis of gross weight, and the vehicle is not registered in any state that requires a declaration of specific gross weight as explained above, its taxable gross weight must fall within the highest gross weight category for which the vehicle is registered in that state.

### Registration By Unloaded Weight

If the vehicle is registered only in a state or states that base registration on unloaded weight, the taxable gross weight is the total of the following:

1. The actual unloaded weight of the vehicle fully equipped for service;
2. The actual unloaded weight of any trailers or semitrailers (fully equipped for service) customarily used with the vehicle; and
3. The weight of the maximum load customarily carried on the vehicle and on any trailers or semitrailers used with it.

The actual unloaded weight of a highway motor vehicle means the empty (tare) weight of the vehicle fully equipped for service. It includes the weight of:

- The vehicle,
- The body (including any insulation),
- All accessories,
- All equipment attached to or carried on the vehicle for use in its operation or maintenance, and
- A full supply of lubricants, fuel, and water.

The actual unloaded weight **does not** include the weight of:

- The driver,
- Any equipment mounted on or attached to the vehicle that is not part of the body and that performs no function in the operation or maintenance of the vehicle, but is used only to load, unload, protect, or preserve the cargo, or

- Any special equipment mounted on the vehicle for use on construction jobs, in oilfield operations, etc.

### Buses

The taxable gross weight of a bus is its actual unloaded weight plus 150 pounds for each seat provided for passengers and driver. The same rules that apply to trucks and truck tractors apply to buses, except for figuring taxable gross weight. See Regulations section 41.4483-2 for more details.

### Special Permits

In determining a vehicle's taxable gross weight, do not consider weights declared to obtain special temporary travel permits. These are permits that allow a vehicle to (a) operate in a state in which it is not registered, (b) operate at more than a state's maximum weight limit, or (c) operate at more than the weight at which it is registered in the state. However, special temporary travel permits do not include permits that are issued for your vehicle if the total amount of time covered by those permits is more than 60 days or (if issued on a monthly basis) more than 2 months during a taxable year.

### Reduced Rate Vehicles

#### Logging Vehicles

These are vehicles required to be registered under state law or regulations as used only to transport harvested forest products. A special tag or license plate identifying the vehicle as used in the transport of harvested products is not required for the vehicle to be considered a logging vehicle.

The vehicle may qualify as a logging vehicle if:

1. The vehicle is used exclusively during the tax period to transport products harvested from a forest,
2. The products are transported to and from a point within the forest, and
3. It is registered as a highway motor vehicle used in the transportation of harvested forest products under the laws of the state in which the vehicle is, or is required to be, registered.

Products harvested from the forested site may include timber that has been processed for commercial use by sawing into lumber, chipping, or other milling operations if the processing occurs prior to transportation from the forested site.

#### Canadian/Mexican Vehicles

These are vehicles that are registered in Canada or Mexico and are operated in the United States. The reduced tax applies whether or not the vehicles are also required to be registered in the United States.

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. We need it to figure and collect the right amount of tax. Subtitle D, Miscellaneous Excise Taxes, Chapter 36, imposes a tax on the use of certain highway motor vehicles. This form is used to determine the amount of the tax that you owe. Section 6011 requires you to provide the requested information if any of the taxes are applicable to you. Section 6109 requires you to provide your taxpayer identification number (SSN or EIN). Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia for use in administering their tax laws. If you fail to provide this information in a timely manner, you may be subject to penalties and interest.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 2290 and Schedule 1 will vary depending on individual circumstances. The estimated average time is: **Recordkeeping**, 39 hr., 28 min.; **Learning about the law or the form**, 30 min.; **Preparing, copying, and sending the form to the IRS**, 1 hr., 10 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. **DO NOT** send the tax form to this address. Instead, see **Where To File** on page 3.

## PARTIAL-YEAR TAX RATE TABLES

▶ For vehicles first used after July 31, 1998

- Find the category line for the vehicle in **Table I** or **Table II**.
- Find the month the vehicle was first used on public highways.
- Read down the column. The amount where the category line and the month column meet is the tax due.
- Enter the amount in column 2 on page 2.

**Table I** Vehicles Except Logging or Canadian/Mexican (enter in column 2(a))

CATEGORY	AUG (11)	SEPT (10)	OCT (9)	NOV (8)	DEC (7)	JAN (6)	FEB (5)	MAR (4)	APR (3)	MAY (2)	JUNE (1)
A	\$ 91.67	\$ 83.33	\$ 75.00	\$ 66.67	\$ 58.33	\$ 50.00	\$ 41.67	\$ 33.33	\$ 25.00	\$16.67	\$ 8.33
B	111.83	101.67	91.50	81.33	71.17	61.00	50.83	40.67	30.50	20.33	10.17
C	132.00	120.00	108.00	96.00	84.00	72.00	60.00	48.00	36.00	24.00	12.00
D	152.17	138.33	124.50	110.67	96.83	83.00	69.17	55.33	41.50	27.67	13.83
E	172.33	156.67	141.00	125.33	109.67	94.00	78.33	62.67	47.00	31.33	15.67
F	192.50	175.00	157.50	140.00	122.50	105.00	87.50	70.00	52.50	35.00	17.50
G	212.67	193.33	174.00	154.67	135.33	116.00	96.67	77.33	58.00	38.67	19.33
H	232.83	211.67	190.50	169.33	148.17	127.00	105.83	84.67	63.50	42.33	21.17
I	253.00	230.00	207.00	184.00	161.00	138.00	115.00	92.00	69.00	46.00	23.00
J	273.17	248.33	223.50	198.67	173.83	149.00	124.17	99.33	74.50	49.67	24.83
K	293.33	266.67	240.00	213.33	186.67	160.00	133.33	106.67	80.00	53.33	26.67
L	313.50	285.00	256.50	228.00	199.50	171.00	142.50	114.00	85.50	57.00	28.50
M	333.67	303.33	273.00	242.67	212.33	182.00	151.67	121.33	91.00	60.67	30.33
N	353.83	321.67	289.50	257.33	225.17	193.00	160.83	128.67	96.50	64.33	32.17
O	374.00	340.00	306.00	272.00	238.00	204.00	170.00	136.00	102.00	68.00	34.00
P	394.17	358.33	322.50	286.67	250.83	215.00	179.17	143.33	107.50	71.67	35.83
Q	414.33	376.67	339.00	301.33	263.67	226.00	188.33	150.67	113.00	75.33	37.67
R	434.50	395.00	355.50	316.00	276.50	237.00	197.50	158.00	118.50	79.00	39.50
S	454.67	413.33	372.00	330.67	289.33	248.00	206.67	165.33	124.00	82.67	41.33
T	474.83	431.67	388.50	345.33	302.17	259.00	215.83	172.67	129.50	86.33	43.17
U	495.00	450.00	405.00	360.00	315.00	270.00	225.00	180.00	135.00	90.00	45.00
V	504.17	458.33	412.50	366.67	320.83	275.00	229.17	183.33	137.50	91.67	45.83

**Table II** Logging or Canadian/Mexican Vehicles (enter in column 2(b))

A	\$ 68.75	\$ 62.49	\$ 56.25	\$ 50.00	\$ 43.74	\$ 37.50	\$ 31.25	\$ 24.99	\$ 18.75	\$12.50	\$ 6.24
B	83.87	76.25	68.62	60.99	53.37	45.75	38.12	30.50	22.87	15.24	7.62
C	99.00	90.00	81.00	72.00	63.00	54.00	45.00	36.00	27.00	18.00	9.00
D	114.12	103.74	93.37	83.00	72.62	62.25	51.87	41.49	31.12	20.75	10.37
E	129.24	117.50	105.75	93.99	82.25	70.50	58.74	47.00	35.25	23.49	11.75
F	144.37	131.25	118.12	105.00	91.87	78.75	65.62	52.50	39.37	26.25	13.12
G	159.50	144.99	130.50	116.00	101.49	87.00	72.50	57.99	43.50	29.00	14.49
H	174.62	158.75	142.87	126.99	111.12	95.25	79.37	63.50	47.62	31.74	15.87
I	189.75	172.50	155.25	138.00	120.75	103.50	86.25	69.00	51.75	34.50	17.25
J	204.87	186.24	167.62	149.00	130.37	111.75	93.12	74.49	55.87	37.25	18.62
K	219.99	200.00	180.00	159.99	140.00	120.00	99.99	80.00	60.00	39.99	20.00
L	235.12	213.75	192.37	171.00	149.62	128.25	106.87	85.50	64.12	42.75	21.37
M	250.25	227.49	204.75	182.00	159.24	136.50	113.75	90.99	68.25	45.50	22.74
N	265.37	241.25	217.12	192.99	168.87	144.75	120.62	96.50	72.37	48.24	24.12
O	280.50	255.00	229.50	204.00	178.50	153.00	127.50	102.00	76.50	51.00	25.50
P	295.62	268.74	241.87	215.00	188.12	161.25	134.37	107.49	80.62	53.75	26.87
Q	310.74	282.50	254.25	225.99	197.75	169.50	141.24	113.00	84.75	56.49	28.25
R	325.87	296.25	266.62	237.00	207.37	177.75	148.12	118.50	88.87	59.25	29.62
S	341.00	309.99	279.00	248.00	216.99	186.00	155.00	123.99	93.00	62.00	30.99
T	356.12	323.75	291.37	258.99	226.62	194.25	161.87	129.50	97.12	64.74	32.37
U	371.25	337.50	303.75	270.00	236.25	202.50	168.75	135.00	101.25	67.50	33.75
V	378.12	343.74	309.37	275.00	240.62	206.25	171.87	137.49	103.12	68.75	34.37

### Voucher Instructions

Complete **Form 2290-V**, Payment Voucher, if you are making a payment with Form 2290. Even if you elect to pay the tax in installments, you must use Form 2290-V for your first installment payment due when you file Form 2290. We will use the completed voucher to credit your payment more promptly and accurately, and to improve our service to you. If you have your return prepared by a third party and make a payment with that return, provide this payment voucher to the return preparer.

**Box 1—Amount paid.** Enter the amount paid with Form 2290.

**Box 2.** Enter the first four characters of your last name, or business name if partnership or corporation.

- Individuals (sole proprietors, trusts, or estates)—Enter the first 4 letters of your last name.
- Corporations and partnerships—Enter the first 4 characters of your business name. Omit "The" if followed by more than one word.

**Box 3—Employer identification number (EIN).** If you do not have an EIN, apply for one following the instructions on **Form SS-4**, Application for Employer Identification Number.

**Box 4.** Enter "9807" unless for a partial year. For a partial year, enter the year and month the vehicle(s) were first used on public highways. Use the YYMM format.

**Box 5—Business name and address.** Enter your business name and address as shown on Form 2290.

#### How To Make Your Payment

- Make your check or money order, with your name, address, EIN, Form 2290, and taxable year (see box 4) clearly written on it, payable to the **Internal Revenue Service** (not IRS). Do not send cash. Do not staple your payment to the voucher.
- Detach the voucher and send it with the return and your payment to the address shown on the voucher.



**SCHEDULE 1  
(Form 2290)**

(Rev. July 1998)  
Department of the Treasury  
Internal Revenue Service

**Schedule of Highway Motor Vehicles**

For the taxable year July 1, 1998, through June 30, 1999

OMB No. 1545-0143

**COMPLETE BOTH COPIES OF SCHEDULE 1 AND ATTACH THEM TO FORM 2290.**

<b>Please Type or Print</b>	Name as shown on Form 2290	Employer identification number ..... .....	<b>FOR IRS USE ONLY</b>
	Address (number, street, and room or suite no.)		
	City, state, and ZIP code (province or state, postal code, and country)		
			T .....
			FF .....
			FP .....
			I .....
			T .....

<b>Part I List Vehicles on Which You Are Reporting Tax</b>								
	Vehicle Identification Number	Category		Vehicle Identification Number	Category		Vehicle Identification Number	Category
1			8			15		
2			9			16		
3			10			17		
4			11			18		
5			12			19		
6			13			20		
7			14			21		

<b>Part II List Vehicles for Which Tax Is Suspended—5,000 Miles or Less (7,500 or Less for Agricultural Vehicles)</b>								
	Vehicle Identification Number	Category		Vehicle Identification Number	Category		Vehicle Identification Number	Category
1		W	4		W	7		W
2		W	5		W	8		W
3		W	6		W	9		W

<b>Part III Summary of Reported Vehicles</b>		
a Enter the total number of taxable vehicles from page 2, col. 3 (categories A–V) . . . . .	<b>a</b>	
b Enter the total number of taxable vehicles on which the tax is suspended from page 2, col. 3 (category W) . . . . .	<b>b</b>	

For Privacy Act and Paperwork Reduction Act Notice, see Form 2290, page 7.  
**DO NOT** cut or separate the forms on this page.

**SCHEDULE 1  
(Form 2290)**

(Rev. July 1998)  
Department of the Treasury  
Internal Revenue Service

**Schedule of Highway Motor Vehicles**

For the taxable year July 1, 1998, through June 30, 1999

OMB No. 1545-0143

**This copy will be stamped and returned to you for use as proof of payment when registering vehicle(s) with a state.**

<b>Please Type or Print</b>	Name as shown on Form 2290	Employer identification number ..... .....
	Address (number, street, and room or suite no.)	
	City, state, and ZIP code (province or state, postal code, and country)	

<b>Part I List Vehicles on Which You Are Reporting Tax</b>								
	Vehicle Identification Number	Category		Vehicle Identification Number	Category		Vehicle Identification Number	Category
1			8			15		
2			9			16		
3			10			17		
4			11			18		
5			12			19		
6			13			20		
7			14			21		

<b>Part II List Vehicles for Which Tax Is Suspended—5,000 Miles or Less (7,500 or Less for Agricultural Vehicles)</b>								
	Vehicle Identification Number	Category		Vehicle Identification Number	Category		Vehicle Identification Number	Category
1		W	4		W	7		W
2		W	5		W	8		W
3		W	6		W	9		W

<b>Part III Summary of Reported Vehicles</b>		
a Enter the total number of taxable vehicles from page 2, col. 3 (categories A–V) . . . . .	<b>a</b>	
b Enter the total number of taxable vehicles on which the tax is suspended from page 2, col. 3 (category W) . . . . .	<b>b</b>	

For Privacy Act and Paperwork Reduction Act Notice, see Form 2290, page 7.

## Calling the IRS

If you cannot answer your question by reading the tax form instructions or one of our free tax publications, please call us for assistance. You will not be charged for the call unless your phone company charges you for local calls. This service is available Monday through Saturday from 7:00 a.m. to 11:00 p.m. (in Alaska from 6:00 a.m. to 10:00 p.m. and in Hawaii from 5:00 a.m. to 9:00 p.m.).

**Before you call**—IRS representatives care about the quality of the service we provide to you, our customer. You can help us provide accurate, complete answers to your questions by having the following information available.

1. The tax form, schedule, or notice to which your question relates;
2. The facts about your particular situation (the answer to the same question often varies from one taxpayer to another); and
3. The name of any IRS publication or other source of information that you used to look for the answer.

**Making the call**—Find the correct number for your area by using the chart below. If you have a pulse or rotary dial phone, stay on the line and one of our assistants will answer your call.

If you have a touch-tone telephone, press "1" to enter our automated system. Selecting the correct topic helps us serve you faster and more efficiently. The system allows you to select from the following topics. You can press the number for your topic as soon as you hear it.

- Questions about a notice, letter, or bill you received.
- Questions about your refund, a tax return you filed, or your tax records.
- Questions about your taxes or about preparing a tax return.
- Questions about business or employment taxes.

**Before you hang up**—If you do not fully understand the answer you receive or you feel our representative may not fully understand your question, our representative needs to know this. He or she will be happy to take additional time to be sure your question is answered fully.

By law, you are responsible for paying your share of Federal tax. If we should make an error in answering your question, you are still responsible for paying the correct tax. Should this occur, however, you will not be charged any penalty. To make sure that IRS representatives give accurate and courteous answers, a second IRS representative sometimes listens in on telephone calls. No record is kept of any taxpayer's identity.

### Choosing the right number—

- If a number listed below is a local call for you, please use that number.
- If a number is not listed below for your local calling area, please call **1-800-829-1040**.

**CALIFORNIA**  
Oakland, 510-839-1040

**COLORADO**  
Denver, 303-825-7041

**FLORIDA**  
Jacksonville, 904-354-1760

**GEORGIA**  
Atlanta, 404-522-0050

**MARYLAND**  
Baltimore, 410-962-2590

**MASSACHUSETTS**  
Boston, 617-536-1040

**MISSOURI**  
St. Louis, 314-342-1040

**NEW YORK**  
Buffalo, 716-685-5432

**OHIO**  
Cincinnati, 513-621-6281  
Cleveland, 216-522-3000

**OREGON**  
Portland, 503-221-3960

**PENNSYLVANIA**  
Philadelphia, 215-574-9900  
Pittsburgh, 412-281-0112

**PUERTO RICO**  
San Juan Metro Area,  
787-766-5040

**TEXAS**  
Dallas, 214-742-2440  
Houston, 713-541-0440

**VIRGINIA**  
Richmond, 804-698-5000

**WASHINGTON**  
Seattle, 206-442-1040

### TTY/TDD Help

All areas in the United States, including Alaska, Hawaii, Virgin Islands, and Puerto Rico, 1-800-829-4059

**Note:** *This number is answered by TTY/TDD equipment only.*

### Hours of TTY/TDD Operation

7:30 a.m. to 6:30 p.m. EST  
(Jan. 1–April 4)

8:30 a.m. to 7:30 p.m. EDT  
(April 5–April 15)

8:30 a.m. to 6:30 p.m. EDT  
(April 16–Oct. 24)

7:30 a.m. to 5:30 p.m. EST  
(Oct. 25–Dec. 31)

You can also get help in other ways—See **Quick and Easy Access to IRS Tax Help and Forms** in this package.

# Quick and Easy Access to IRS Tax Help and Forms



## PERSONAL COMPUTER

*Why not use a personal computer and modem to get the forms and information you need?*

Here is a sample of what you will find when you visit the IRS's Internet Web Site at—[www.irs.ustreas.gov](http://www.irs.ustreas.gov)

- Forms and Instructions
- Publications
- Educational Materials
- IRS Press Releases and Fact Sheets
- Tele-Tax Information on About 150 Tax Topics
- Answers to Frequently Asked Questions

You can also reach us using:

- File Transfer Protocol at [ftp.irs.ustreas.gov](ftp://ftp.irs.ustreas.gov)
- Telnet at [iris.irs.ustreas.gov](iris://iris.irs.ustreas.gov)
- Direct Dial (by modem) 703-321-8020.



## PHONE

*You can also get information and forms by phone.*

## Forms and Publications

You can order forms, instructions, and publications by phone. Just call 1-800-TAX-FORM (1-800-829-3676) between 7:30 a.m. and 5:30 p.m. on weekdays. The best time to call is before 9 a.m. or after 2 p.m. Thursdays and Fridays are the best days to call. (The hours are Pacific time in Alaska and Hawaii, Eastern time in Puerto Rico.) You should receive your order or notification of its status within 7 to 15 workdays.

## Tele-Tax Topics

You can listen to pre-recorded messages covering about 150 tax topics by calling 1-800-829-4477. For a listing of topics, see the Instructions to Form 1040, or get **Pub. 2053**, Quick and Easy Access to IRS Tax Help and Forms.



## WALK-IN

*You can pick up certain forms, instructions, and publications at many post offices, libraries, and IRS offices. You can also photocopy, or print out from a CD-ROM or the Internet, many other products at participating libraries.*



## MAIL

*You can order forms, instructions, and publications by sending a request to the IRS Distribution Center nearest you: (You should receive your order or notice of status within 7 to 15 workdays after we receive your request.)*

Western part of the U.S.:	Western Area Distribution Center	Rancho Cordova, CA 95743-0001
Central part of the U.S.:	Central Area Distribution Center	P.O. Box 8903 Bloomington, IL 61702-8903
Eastern part of the U.S. and foreign addresses:	Eastern Area Distribution Center	P.O. Box 85074 Richmond, VA 23261-5074



## CD-ROM

*To order the CD-ROM, contact Sup.Docs. at 202-512-1800 (select Option #1), or by computer through GPO's Internet Web Site ([www.access.gpo.gov/su\\_docs](http://www.access.gpo.gov/su_docs)).*

The CD-ROM contains over 2000 tax forms and publications for small businesses, return preparers, and others who frequently need current or prior year tax products. Popular tax forms on the CD-ROM may be filled-in electronically, then printed out for submission. Other products on the CD-ROM include the Internal Revenue Bulletin, Tax Supplements, and Internet resources for the tax professional with links to the World Wide Web. The CD-ROM can be purchased from the Government Printing Office (GPO), Superintendent of Documents for \$17 plus \$3 postage for a total of \$20.

The first release of the CD is available early January and the final release is available Mid-February. The following minimum configuration is required to use the CD:

- Windows 3.1 or later/Windows95
  - 386, 486, or Pentium-based personal computer;
  - 4 megabytes of RAM;
  - Microsoft CD Extensions with a CD controller board;
  - VGA, SVGA, or higher resolution display adapter supported by Windows;
  - Windows-compatible printer with at least 1 Mb of user RAM.
- Macintosh
  - Macintosh 68020-68040: 2 megabytes of application RAM
  - Power Macintosh: 4.5 megabytes of application RAM
  - Apple System Software version 7.5 or later
  - CD-ROM drive capable of reading ISO 9660 format