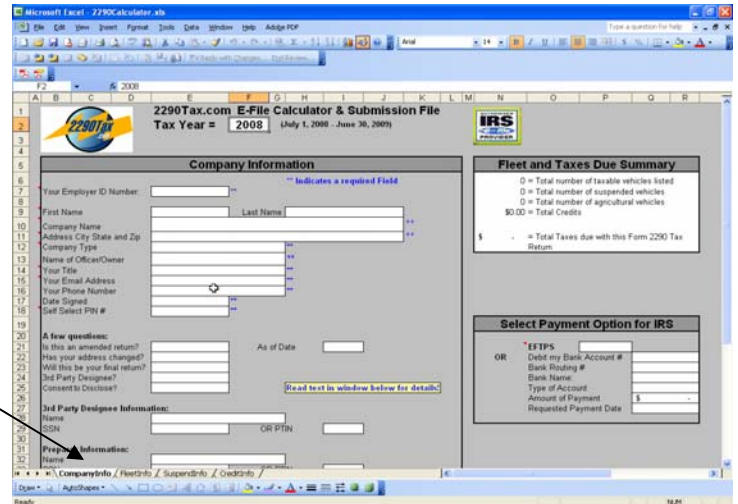


## 2290CALCULATOR© INSTRUCTIONS

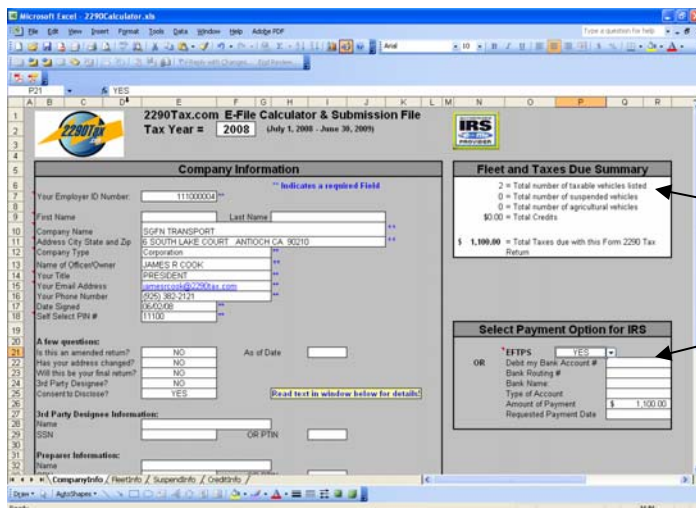
The 2290Calculator© is a blank Excel Workbook. Once it is filled in with your Company and Fleet Information, it becomes your Form 2290 e-file submission request and bulk upload file.

Notice the following:

- There are 4 different sheets-CompanyInfo, FleetInfo, Suspend Info, and CreditInfo. Move between pages by clicking on these tabs.
- The CompanyInfo sheet has 3 sections. You must fill in 2 of these sections – Company & Payment Option. The Fleet & Taxes Due Summary section completes itself as you fill up the FleetInfo sheet and the CreditInfo Sheet.
- Help text is contained in cells when you see a red mark next to the cell. Click on it to view text.
- Some cells are REQUIRED to complete your tax return correctly and are marked with blue asterisks. This information is used to complete your Form 2290 tax return. Failure to provide complete and accurate information may delay the preparation, filing and/or acceptance of your tax return by the IRS.
- Use the <TAB> key to move between the cells. Use the <SCROLL BAR> to view the entire length and width of each sheet.
- **SAVE** your file using the Excel menu at the top of your screen. You may save your file with any name and in any folder you will remember. We suggest you **SAVE** a blank copy of the 2290Calculator© and **SAVE** additional files using another name as you fill it in and prepare data for tax preparation. Next year, just retrieve your data file, update trucks and filing information where necessary, and make the annual preparation of this tax return EASY and FAST!
- **PRINT** each sheet once it is completed using the Excel menu at the top of your screen. You will want to have a printed copy of the Company Profile when you log back in to our website to e-file your taxes. It contains information you are asked for as you e-file your taxes.



**Once you have completed your 2290Calculator©, it will look like this:**



Notice the following:

- The CompanyInfo Sheet contains your filing data – EIN#, Company Info etc . . . exactly as it will appear on your tax submission to the IRS. ***Please be accurate & complete.***
- The Fleet & Taxes Due Summary is now filled in and displays the total number of trucks being report, the Total Credits being calculated and the Total Taxes Due.
- The Payment Option **for the IRS** is selected as EFTPS. If you prefer to pay your taxes to the IRS with an electronic funds withdrawal provide your bank information and request a payment date. **Don't forget to complete this section! You MUST tell the IRS how you will pay your taxes due.**

## Set up your Fleet:

- The "Date the Vehicles First Used" is important! For the annual filing of Form 2290 it is July 1<sup>st</sup> of each year. But, when you put a new vehicle on the road during the year, change this date so that taxes prorate correctly!

Truck #	VIN	Gross Weight	Logging?	Suspended?	Agriculture?
1	1FUPBD66PRE537422	Over 75,000 lbs	No	No	No
2	CA213HP1731082346	Over 75,000 lbs	No	No	No
			No	No	No
			No	No	No

- Blue asterisks indicate required fields!
- Red marks indicate help text is available.

- Be sure to provide complete 17-digit VIN numbers.

- Select the proper Gross Weight from the drop down menu. When you tab into the cell a drop down arrow appears on the right side of the cell. Choose the maximum weight that the vehicle is registered to operate on public highways. The taxes due are based on the weight of each vehicle.
- To suspend a vehicle from taxes due because it is not in operation, use the drop down menu to select "YES" in the Suspend column.
- PRINT** your fleet using the button – or the Excel menu at the top of the sheet.
- Use the "Reset" button to empty the sheet of your fleet data and start fresh. This "Reset" does not change your Company Information! So it makes it easy to file Additional or Amended Form 2290's throughout each year.

## Suspended Vehicle Information:

If there are no suspended vehicles in your fleet, you do not need to fill out this sheet. But if any vehicles are suspended from tax (this year – or on last year's 2290), you **MUST** tell us more!! Click on the "SuspendInfo" tab and answer a few more questions.

Weight	Vin #	Date Mileage Limit Exceeded
Vin#	Date	Sold To/Destroyed

**Tax Tip – Suspended Vehicles**  
A vehicle may be **SUSPENDED** from tax if it is expected to travel less than 5,000 miles on public highways during the tax year (7,500 miles if it is an agricultural vehicle – i.e. used primarily for farming purposes.)

- The two questions at the top of the screen are about any vehicles being suspended on this year's tax return. Click into the top two cells and select the correct answer from the drop down menu.
- The rest of the questions account for vehicles suspended on the prior year Form 2290.
- Fill in the information for any vehicle that exceeded its mileage limit here.
- Fill in the information for any vehicle Sold, Destroyed, Stolen or Traded-in here.
- Be sure to answer this last question.
- Read the "Tax Tip – Suspended Vehicles" at the bottom of the sheet for complete instructions.

## Credits

Credits may be claimed if a vehicle is sold, destroyed, stolen or traded-in before June 1<sup>st</sup> of any tax year. There are two different ways credits are requested. One way is to offset taxes being paid on Form 2290 (if the credit is less than the taxes being paid) and the other way is to file Form 8849. Completing the worksheet below will calculate the credit due. If the amount is less than taxes being paid, it will be added onto your current Form 2290 and reduce the payment required to the IRS. If the amount is greater than taxes owed, a Form 8849 will be prepared and e-filed for an additional fee.

- Help Text is available when you see the red mark.
- <Tab> to move between fields.
- Date – the date the vehicle was sold, stolen, destroyed or traded-in.
- Reason – select description from drop down menu.
- Weight – Select from drop down menu the weight used to pay the taxes at the beginning of the tax year.
- The rest of the information will be calculated from the tax tables.
- Read the “Tax Tips” at the bottom of the sheet for important additional information.

	A	B	C	D	E	F	G	H
1								
2	<b>SGFN TRANSPORT</b>							
3								
4	<b>CREDITS</b>							
5		<b>Date</b>	<b>Reason for Credit</b>	<b>VIN#</b>	<b>Weight</b>	<b>Taxes Pd</b>	<b>Taxes Used</b>	<b>Refund Due</b>
6								0.00
7								0.00
8								0.00
9								0.00
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