

Comdata IRS e-File 2290

Frequently Asked Questions

- **Question: What is Heavy Vehicle Use Tax (HVUT)?**

Answer: The Heavy Vehicle Use Tax (HVUT) is an annual federal highway use tax (filed using form 2290) that is paid to the federal Internal Revenue Service (IRS) for vehicles with a gross weight of 55,000 pounds or more that operate on public highways. The federal government distributes revenues back to the states for highway construction and maintenance projects.

This tax is also sometimes referred to as the 2290 tax or Heavy Highway Vehicle Use Tax (HHVUT).

- **Question: How are 2290 taxes filed?**

Answer: 2290 taxes are filed in two ways – manual or electronic.

- Manual – paper returns that are manually processed by the carrier and the IRS. You can only file a manual return if you have less than 25 vehicles.
- Electronic Filing (e-file) – returns that are filed through one of the online service providers.

- **Question: Are 2290 forms filed on paper handled differently than those that are electronically filed?**

Answer: Yes, there are differences in the processing of paper returns versus electronically filed returns.

- Paper returns are processed manually. Paper returns can be filed multiple times and are typically accepted. Paper filers will receive a hard copy stamped Schedule 1.
- Electronically-filed returns can be submitted more than once. However, if the second return is filed for the same EIN and tax period, listing the same VIN number and category shown in the first position of the Schedule 1, it will be rejected. This is to ensure taxes are only paid once on each vehicle. Electronic filers will receive an electronic version of the Schedule 1 containing a watermark of the e-file logo in the background.

- **Question: Does Comdata file the Heavy Vehicle Use Tax (form 2290)?**

Answer: Yes, Comdata offers a 2290 e-filing service online. Comdata does not offer manual 2290 filing.

- **Question: Are all carriers required to e-file form 2290?**

Answer: No, only carriers with 25 or more vehicles in their fleet. All other carriers have the option to file either electronically or manually.

- **Question: If I have less than 25 vehicles, can I file my return electronically?**

Answer: Yes, if you have 24 vehicles or less you have the option to file electronically or manually. The only mandate from the IRS at this time is that electronic filing must occur for carriers with fleets of 25 or more with a gross vehicle registered weight of 55,000 pounds or more.

- **Question: What 2290 filing services are provided by Comdata?**

Answer: Comdata offers two options for customers to e-file the 2290.

- Self-service customers are able to access the 2290 website to process and e-file annual returns, supplements, amendments, and credit filings.
- Full-service accounts are managed by a Comdata technician. The technician is responsible for managing the data and submitting the information via the online 2290 website.

- **Question: Should I use self-service or full-service?**

Answer: If you would like Comdata to enter your information in the e-file system for you, then select our full-service option. If you do not mind entering the information yourself, then self-service is the option for you. Remember: either way, you must pay the IRS fees via ACH or EFTPS.

- **Question: Does the Comdata e-file system support annual filings?**

Answer: Yes.

- **Question: Does the Comdata e-file system support supplemental, amendment, and credit filings?**

Answer: Yes.

- **Question: If I e-file my original form 2290 return, can I also e-file subsequent 2290 returns?**

Answer: Yes, you can e-file subsequent 2290 returns. However, you should only include the new VINs not included on the original return. Including VINs from a previously filed return may cause the balance due field to reflect more than what you actually owe for the new vehicles, potentially resulting in overpayment. Including only new VINs will ensure accurate balance due amounts.

- **Question: Will Comdata save my company and vehicle information from year to year?**

Answer: Yes, Comdata retains information for seven years.

- **Question: Am I limited in the number of 2290 forms I can e-file in a given year?**

Answer: You may file as many 2290 forms as needed. However, consolidating affected VINs as much as possible (for the same tax period) on one return will save you money on electronic filing fees, minimize errors, and ensure accurate calculations.

- **Question: How much does Comdata charge for its self-service and full-service 2290 e-filing options?**

Answer: Pricing depends on the number of vehicles you have:

Number of vehicles filed	Full-service price	Self-service price
< 25	\$150.00 per application	\$35.00 per application
26-100	\$150.00 per application	\$75.00 per application
101-250	\$250.00 per application	\$125.00 per application
251-500	\$300.00 per application	\$150.00 per application
>501	\$350.00 per application	\$175.00 per application

- **Question: If I purchase a new vehicle and want to register it with the Department of Motor Vehicles right away, am I required to produce a stamped Schedule 1 before I can register the vehicle?**

Answer: No proof of payment is required for a newly purchased vehicle, provided you present the state with a copy of the bill of sale showing that the vehicle was purchased within the last 60 days. However, you still must file a return and pay any taxes due.

- **Question: When should I file form 2290?**

Answer: This form should be filed annually between July 1st and August 31st. If you are going to use Comdata's full-service offering, you must file for all vehicles by August 1st. For new vehicles purchased throughout the year, form 2290 must be filed by the last day of the month following the month of first use.

- **Question: Can I pay IRS fees with a credit card?**

Answer: No. If you file electronically, you have two payment options: EFTPS (Electronic Federal Tax Payment System) or ACH (Bank Draft) – see below for details.

- **Question: What is EFTPS?**

Answer: EFTPS was developed by the U.S. Department of the Treasury Internal Revenue Service to enable taxpayers to pay their federal taxes electronically online. Visit <https://www.eftps.gov/eftps/> to learn more and enroll.

- **Question: When should I sign up with EFTPS if I choose to make payment to the IRS using this method?**

Answer: If you choose the EFTPS method to pay your IRS taxes you will want to sign up as soon as possible. Within 15 business days, your Personal Identification Number (PIN) will be mailed to your IRS Address of Record. You will also receive confirmation materials, including instructions on how to obtain your Internet Password for secure use of EFTPS online.

- **Question: Can I pay my Comdata service fees with a credit card?**

Answer: Yes. However, only the service fees may be paid by credit card. IRS payments must be made electronically by EFTPS or ACH.

- **Question: Can Comdata pay my fees to the IRS?**

Answer: No, the customer must pay the IRS using one of the two approved electronic methods (ACH or EFTPS). Comdata's 2290 filing will include the customer's payment information.

- **Question: Am I allowed to make payments to the IRS via EFTPS or ACH with a Canadian checking or savings account?**

Answer: No, the IRS will only accept payment from a United States-based bank. You may, however, pay your e-file service fees to Comdata using a Canadian-based credit card.

- **Question: If I am a self-service customer, can I use my Canadian bank credit card to pay my e-file service fees to Comdata?**

Answer: Yes, you can use your Canadian-based credit card to pay Comdata service fees. You must use a United States-based bank to pay your IRS fees, however.

- **Question: What credit cards does Comdata accept for e-file service fees?**

Answer: Comdata accepts MasterCard, Visa, Discover and American Express.

- **Question: Does your system provide e-file status updates?**

Answer: Yes, a user ID and password will be issued to you when you register on our online 2290 system. Status updates will be sent via e-mail directly to the customer for self-service clients or sent to the Comdata technician for full-service clients.

- **Question: How will I receive my IRS-approved watermark form?**

Answer: An IRS-approved watermark document is e-mailed to the customer upon approval.

- **Question: When will I receive my IRS-approved watermark form?**

Answer: It can vary from customer to customer.

- **Question: What is the estimated turnaround time for Comdata to e-file the 2290 return and receive notification from the IRS?**

Answer: Comdata normally turns e-filings around within 24 hours. During peak season (July 1 – August 31), this process can take slightly longer. If you are going to use Comdata's full-service offering, you must file for all vehicles by August 1st to allow for processing time.

- **Question: Who responsible for interest and penalties?**

Answer: The customer is responsible for the accuracy of the data. Any interest or penalties accrued due to invalid filing is the client's customer's responsibility.

- **Question: I don't have an account number with Comdata. Can I e-file my own taxes using Comdata's online 2290 system?**

Answer: You do not need to be a current Comdata customer to e-file your 2290 with us. When you click "File Now" on our 2290 webpage, you will see an option to create a new account. Contact ComdataTax2290@comdata.com for help or questions.

- **Question: How do I set up an account with Comdata?**

Answer: Contact a Comdata sales representative at 1-800-741-3434 ext 2 or email your name and contact information to ComdataTax2290@comdata.com.

- **Question: What is the vehicle template?**

Answer: The vehicle template is an Excel form that, when filled out properly, can be used to upload vehicle data into Comdata's 2290 e-file system.

- **Question: How do I obtain (download) a vehicle template?**

Answer:

- Step 1: Click on the template button at www.comdata.com/irs2290.
- Step 2: Click "save."
- Step 3: Rename the file.
- Step 4: Click "save."

- **Question: Do I need to complete the vehicle template?**

Answer: Yes, this data is needed to upload your vehicle information to the database.

- **Question: Is there a unit limitation on the vehicle template?**

Answer: We can file an unlimited number of vehicles. You can also upload multiple files and, after all your vehicle files are loaded, you can begin the 2290 tax e-filing process.