

**INSTRUCTIONS:**

Please complete this form if the business has sold, transferred, or disposed of ALL of its tangible assets in accordance with §10-402 of the Tax-Property Article. Do not use this form if the business has only sold a portion of its personal property.

Use page 1 to report sales/transfers/disposals of all personal property owned by the entity.

Use page 2 only to report the closing of a sole proprietorship/general partnership business & to make your account inactive on Departmental records. A sole proprietorship/general partnership entity has a Department ID that begins with the letter "L" followed by 8 numbers.

If your Department ID starts with any other letter, the entity is considered a legal entity that can only be made inactive via voluntary dissolution, merger, or forfeiture. Please review the Department's website ([www.dat.maryland.gov](http://www.dat.maryland.gov)) or contact Charter via e-mail ([sdatt.charterhelp@maryland.gov](mailto:sdatt.charterhelp@maryland.gov)), (410) 767-1340, or (888)-246-5941 (option 1) for additional information.

1) Name of Business Selling the Property as It Appears on SDAT Records: \_\_\_\_\_

2) Type of Business Entity (check one):

- Corporation  
 LLC     Business Trust  
 LLP     General Partnership  
 LP     Sole Proprietorship

Dept. ID#: \_\_\_\_\_  
Fed ID #: \_\_\_\_\_  
Federal Prin. Bus Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_

3) Address Where Property Was Located (P.O. boxes are not acceptable; provide number, street address & zip code): \_\_\_\_\_

4) Nature of Business Conducted: \_\_\_\_\_

5) Name of Business Buying the Property as It Appears on SDAT Records (If Purchaser has not yet registered with Department it must do so immediately. Please call our offices for further information.) \_\_\_\_\_

6) Type of Business Entity (check one):

- Corporation  
 LLC     Business Trust  
 LLP     General Partnership  
 LP     Sole Proprietorship

Dept. ID#: \_\_\_\_\_  
Fed ID #: \_\_\_\_\_  
Federal Prin. Bus Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_

7) Mailing Address of Purchaser: \_\_\_\_\_

8) Exact Street Address Where Property is now located: \_\_\_\_\_  
County: \_\_\_\_\_ Incorporated Town (if applicable): \_\_\_\_\_

9) Nature of Business Conducted by Purchaser: \_\_\_\_\_

10) Date of Sale, Transfer or Disposal: \_\_\_\_\_

(If this date is on or after January 1 and before July 1, the Department must receive this form by October 1 of the year of the sale for the purchaser/transferee to be held liable for the personal property taxes.)

11) Manner of Transfer: \_\_\_\_\_

- 12) a) Total Amount of Consideration: \$ \_\_\_\_\_  
b) Amount of Consideration Attributable to Furniture, Fixtures & Equipment: \$ \_\_\_\_\_  
c) Amount of Consideration Attributable to Inventory: \$ \_\_\_\_\_  
d) Amount of Consideration Attributable to Other (explain on next line): \$ \_\_\_\_\_

**IMPORTANT: Please include a copy of sales agreement and bill of sale if property was sold.**

13) Description of Property: \_\_\_\_\_

I hereby affirm under the penalties of perjury that to the best of my knowledge, information, and belief the matters set forth in this report are true in all material respects.

14) Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Select One:

Seller

Purchaser

Print/Type Name: \_\_\_\_\_

**MARYLAND DEPARTMENT OF ASSESSMENTS & TAXATION  
PERSONAL PROPERTY DIVISION**

**Page 2- Report of Business Closure- Sole Proprietorships & General Partnerships Only\***

See Instructions on Page 1 if the Department ID Number does not start with the letter "L" followed by 8 numbers.

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**Name of Personal Property Account:** \_\_\_\_\_

**Department ID#:** L \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Date Business Closed** (please sign affidavit below): \_\_\_\_\_

**Please check each that applies:**

\_\_\_\_\_ Personal property was sold/transferred. Complete page 1.

\_\_\_\_\_ Business entity type was changed to:

\_\_\_\_\_ Corporation

\_\_\_\_\_ LLC \_\_\_\_\_ Business Trust Effective Date: \_\_\_\_\_

\_\_\_\_\_ LLP \_\_\_\_\_ LP New Dept. ID#: \_\_\_\_\_

\_\_\_\_\_ Personal property was not sold/transferred. Explain current use of the property: \_\_\_\_\_

**Affidavit**

*I hereby notify the Department of Assessments and Taxation that the above-named business has permanently closed. Further, I agree to notify SDAT immediately if the business is reopened at some future date.*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Owner/Authorized Signer*

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Thank you for your cooperation in completing this form.

Please submit this form either by mail or email as follows:

Maryland Department of Assessments & Taxation  
Personal Property Division  
301 West Preston Street, 8th Floor  
Baltimore, Maryland 21201-2395

If mailing the form, please include the original form plus an additional copy of the form.

(410) 767-1170  
MD toll free 1 (888) 246-5941 press 1, then press 2  
[SDAT.persprop@maryland.gov](mailto:SDAT.persprop@maryland.gov)