



# STATE DEPARTMENT OF ASSESSMENTS & TAXATION

## Fee Schedule for Documents Relating to Corporate Charters

### Explanation of Service Fees

**Regular Service Fee:** It may take **4 - 6 weeks** to receive your confirmation.

**Expedited Service Fees:** Requests will be responded to **within 7 business days**. Documents hand-delivered in limited quantities receive same day service between 8:30 am and 4:30 pm. You must be in line no later than 4:15 PM in order to receive service that same day. Hand-delivered transactions are to be paid by check, cash or money order. There is an **expedited fee** for same day service for document processing.

#### **Return Mail Processing/Document Return Fee**

All filers of business entity charter documents must indicate at the time of filing if they are “**opting out**” of having their original filed documents returned to them. If a filer wishes to have the original documents returned, then he or she must pay an additional \$5.00 filing fee with the payment of the other fees for the processing of the documents. If the \$5.00 fee is not paid, the Department will assume the filer did not want the original documents returned.

#### **Rejected Corporate Charter Documents**

Please note that under \*Maryland law a filer has **sixty (60) days from the date of our initial rejection** of a filing to correct any rejected document and resubmit it **or all filing fees are retained by the Department** for reviewing the first filing. If a document is resubmitted after the sixtieth day, another separate filing fee must be paid with the second submission. If a filer chooses not to resubmit the document for filing, a demand for a refund must be made in writing within sixty (60) days of the date of the initial rejection of the document.

Documents preceded by \*\* may require Certificates of Conveyance. The fee for each certificate is \$25.00, plus the \$5.00 Return Mail Processing fee.

| Type of Filing  | Fee   | Organization & Capitalization Fee   | Expedited Service Fee | Return Mail Fee |
|---|-------|---|-----------------------|-----------------|
| Articles of Incorporation:<br>*Non-stock, Professional and Religious, Stock and Close - aggregate par value of stock is not over \$100,000.   | \$100 | <b>*\$20</b><br>You must pay this fee if you submit any of these documents. | \$50                  | \$5             |
| Non-stock corporations that will seek tax-exempt status under IRS Code Sections 501(c)(3), (4), or (6) will be charged an additional \$50.00 to file Articles of Incorporation. The money collected will go to the Maryland Not-For-Profit Development Center Program Fund. |       |   |                       |                 |
| Articles of Amendment   | \$100 | Only when aggregate par value of stock is increasing                        | \$50                  | \$5             |
| Articles of Restatement   | \$100 | none  | \$50                  | \$5             |
| Articles of Supplementary   | \$100 | Only when aggregate par value of stock is increasing                        | \$50                  | \$5             |
| Articles of Dissolution (including cost of publication)   | \$100 | none  | \$50                  | \$5             |
| Articles of Revival   | \$100 | none  | \$50                  | \$5             |
| Articles of Share Exchange  | \$100 | none  | \$50                  | \$5             |
| **Articles of Transfer  | \$100 | none  | \$50                  | \$5             |
| **Articles of Merger  | \$100 | Only when aggregate par value of stock is increasing                        | \$50                  | \$5             |
| **Articles of Consolidation   | \$100 | Only when aggregate par value of stock is increasing                        | \$50                  | \$5             |
| Certificate of Correction   | \$25  | Only when aggregate par value of stock is increasing                        | \$50                  | \$5             |

|   |                 |                |                |                |
|---|-----------------|----------------|----------------|----------------|
| Certificate of Notice                                 | \$25            | none           | \$50           | \$5            |
| Notice of Change of Principal Office                  | \$25 per entity | none           | \$50           | \$5            |
| Notice of Change of Name or Address of Resident Agent | \$25 per entity | none           | \$50           | \$5            |
| Resignation of Resident Agent                         | none            | not applicable | not applicable | not applicable |

| <b>Documents Relating to Foreign Corporations</b>                    | <b>Fee</b>                | <b>Expedited Service</b> | <b>Return Mail</b> |
|--|---------------------------|--------------------------|--------------------|
| Registration of Name for a calendar year                             | \$100                     | \$50                     | not applicable     |
| Qualification to do intrastate business                              | \$100                     | \$50                     | \$5                |
| Requalification of a cancelled corporation                           | \$100                     | \$50                     | \$5                |
| Certified Statement of amendment, merger, dissolution                | \$25                      | \$50                     | \$5                |
| Application for termination of registration or qualifications        | \$25                      | \$50                     | \$5                |
| Notice of Change of Principal Office                                 | \$25                      | \$50                     | \$5                |
| Notice of Change of Name or Address or Resident Agent                | \$25                      | \$50                     | \$5                |
| <b>Documents Relating to Limited Partnerships</b>                    |                           |                          |                    |
| Certificate of Limited Partnerships                                  | \$100                     | \$50                     | \$5                |
| Certificate of Amendment   | \$100                     | \$50                     | \$5                |
| Certificate of Cancellation  | \$100                     | \$50                     | \$5                |
| Certificate of Reinstatement (domestic)                              | \$100                     | \$50                     | \$5                |
| Registration of Foreign Limited Partnership                          | \$100                     | \$50                     | \$5                |
| Other Certificates of Foreign Limited Partnership                    | \$25                      | \$50                     | \$5                |
| **Articles of Merger   | \$100                     | \$50                     | \$5                |
| Certificate of Correction  | \$25                      | \$50                     | \$5                |
| <b>Documents Relating to Limited Liability Companies</b>             |                           |                          |                    |
| Articles of Organization   | \$100 (domestic)          | \$50                     | \$5                |
| Amendment to Articles of Organization                                | \$100 (domestic)          | \$50                     | \$5                |
| Certificate of Correction  | \$25 (domestic)           | \$50                     | \$5                |
| Articles of Dissolution  | \$100 (domestic)          | \$50                     | \$5                |
| Articles of Continuation   | \$100 (domestic)          | \$50                     | \$5                |
| Articles of Cancellation   | \$100 (domestic)          | \$50                     | \$5                |
| Articles of Merger   | \$100 (domestic)          | \$50                     | \$5                |
| Registration   | \$100 (foreign)           | \$50                     | \$5                |
| Certificate of Amendment   | \$100 (foreign)           | \$50                     | \$5                |
| Cancellation of Registration   | \$100 (foreign)           | \$50                     | \$5                |
| Certificate of Merger  | \$25 (foreign)            | \$50                     | \$5                |
| Change of Principal Office Resident Agent & Resident Agent's Address | \$25 (foreign & domestic) | \$50                     | \$5                |
| Articles of Reinstatement  | \$100 (domestic)          | \$50                     | \$5                |
| <b>Documents Relating to Limited Liability Partnerships</b>          |                           |                          |                    |
| Certificate of Limited Liability Partnership                         | \$100 (domestic)          | \$50                     | \$5                |
| Amendment  | \$100 (domestic)          | \$50                     | \$5                |

|  |   |                   |                |
|--|---|-------------------|----------------|
| Withdrawal Notice of a Partner   | \$100 (domestic)  | \$50              | \$5            |
| Certificate of Reinstatement   | \$100 (domestic)  | \$50              | \$5            |
| Registration   | \$100 (foreign)   | \$50              | \$5            |
| Amendment  | \$100 (foreign)   | \$50              | \$5            |
| Cancellation   | \$100 (foreign)   | \$50              | \$5            |
| <b>Documents Relating to Trade Names</b>   |   |                   |                |
| Trade Name Filing  | \$25  | \$50              | not applicable |
| Trade Name Amendment   | \$25  | \$50              | not applicable |
| Trade Name Cancellation  | \$25  | \$50              | not applicable |
| <b>Documents Relating to Financing Statements</b>  |   |                   |                |
| All UCC documents 8 pages or fewer   | \$25  | not applicable    | not applicable |
| All UCC documents 9 pages or more  | \$75  | not applicable    | not applicable |
| <b>Other Fees</b>  |   |                   |                |
| Reservation of Corporate or Limited Partnership Name, LLC or LLP Name  | \$25  | \$20              | Not applicable |
| <b>Certificate of Good Standing</b>  |   |                   |                |
| Long form certificate of Good Standing   | \$20  | Not applicable    | Not applicable |
| Duplicate original of Certificates mentioned above, which are issued at the same time as original                | \$1 each  | Not applicable    | Not applicable |
| Duplicate original of long form certificates of good standing, which are issued at the same time as the original | \$2 each  | Not applicable    | Not applicable |
| Abstract of Corporate Records  | \$20  | \$20              | Not applicable |
| Certificates relating to the status of foreign corporations  | \$20  | \$20              | Not applicable |
| <b>Copies of documents</b> on file with the Department   | \$1 per page and \$20 for the certification of copy   | \$20 per document | Not applicable |
| Certified copies of charter documents requested at time of recordation   | \$20 for the first certified copy and \$1 for each additional certified copy, plus \$1 per page for additional copies of the same the document. | \$20 per document | Not applicable |
| <b>Service of Process:</b> Requires 2 copies of the complaint and 2 copies of the summons                        | \$50 per defendant  | Not applicable    | Not applicable |

**Make checks payable to: State Department of Assessments and Taxation.**

Mail to:  
**State Department of Assessments and Taxation**  
**Corporate Charter Division**  
**301 W. Preston St. Room 801**  
**Baltimore, MD 21201**

Contact the Department by email if you have questions regarding these fees, [sdat.charterhelp@maryland.gov](mailto:sdat.charterhelp@maryland.gov)