STATE DEPARTMENT OF ASSESSMENTS & TAXATION

Fee Schedule for Documents Relating to Corporate Charters

Explanation of Service Fees

Regular Service Fee: It may take **8 weeks or more** to receive your confirmation.

Expedited Service Fees: Requests will be responded to **within 7 business days** for faxes and mail. Faxed request are available for MasterCard and Visa card holders only. 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: *Non-stock, Professional and Religious, Stock and Close - aggregate par value of stock is not over $100,000.	$100	***$20** 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

Documents Relating to Foreign Corporations	**Fee**	**Expedited Service**	**Return Mail**
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
Documents Relating to Limited Partnerships			
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
Documents Relating to Limited Liability Companies			
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
Documents Relating to Limited Liability Partnerships			
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
Documents Relating to Trade Names			
Trade Name Filing	$25	$50	not applicable
Trade Name Amendment	$25	$50	not applicable
Trade Name Cancellation	$25	$50	not applicable
Documents Relating to Financing Statements			
All UCC documents 8 pages or fewer	$20	$50	not applicable
All UCC documents 9 pages or more	$75	$50	not applicable
Other Fees			
Reservation of Corporate or Limited Partnership Name, LLC or LLP Name	$25	$20	Not applicable
Certificate of Good Standing	$20	$20	Not applicable
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
Copies of documents 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
Service of Process: 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

Effective February 1, 2016, the Department of Assessments and Taxation will no longer accept via facsimile (fax) corporate documents for filing or document copy request.

An enhanced online filing and document request system is coming to this Spring.