

**State of Maryland Department of Assessments and Taxation  
ARTICLES OR CERTIFICATE OF REINSTATEMENT**



The name of the entity at the time of its cancellation:

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The name the entity will use upon reinstatement:

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The address of the entity's principal office in Maryland **(a P.O. Box cannot be used)**:

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The name and address of the entity's resident agent in Maryland **(a P.O. Box cannot be used)**:

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I swear under penalties of perjury  
that this is an authorized act of  
the above-named entity.

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(AUTHORIZED PERSON(S) OR GENERAL PARTNER)

I hereby consent to my designation  
in this document as resident agent  
for this entity.

\_\_\_\_\_  
(SIGNATURE OF RESIDENT AGENT)

## GUIDE FOR REINSTATEMENT OF MARYLAND LP'S, LLC'S, AND LLP'S

- A. Are there overdue annual reports or personal property returns? If YES go to item B. If NO go to Item C.
- B. Prepare delinquent report(s). Does report indicate entity owned tangible personal property in Maryland? If the answer is YES, follow the four steps below. If NO, follow the steps listed under item D.
1. Submit Personal Property returns to SDAT for assessments.
  2. Take assessments to county or city where property is located.
  3. Pay personal property tax.
  4. Get tax clearance certificate from the appropriate county or city. SDAT will not accept a receipt.
- C. Has the entity ever reported tangible personal property on an annual report? If the answer is YES, follow instructions 1 and 2 below. If NO follow the steps listed under item D.
1. Pay personal property tax to county or city where the property is located.
  2. Get tax clearance certificate from the appropriate county or city. SDAT will not accept a receipt.
- D. Submit to SDAT the following:
1. Articles or Certificate of Reinstatement form.
  2. \$100.00 filing fee for standard processing or \$150 for expedited processing.
  3. Annual report(s) if the answer to Question B or C above NO.
  4. The tax clearance certificate received from the appropriate county or city, if the answer to Question B or C above is **YES**.

### **NOTES:**

- *If forfeiture was caused for any reason other than, or in addition to failure to file annual reports, that reason must be resolved prior to reinstatement*
- *Due to the fact that the laws governing the formation and operation of business entities and the effectiveness of a UCC Financing Statement involves more than filing documents with our office, we suggest you consult an attorney, accountant or other professional. State Department of Assessments & Taxation staff cannot offer business counseling or legal advice.*
- *Regarding annual documents to be filed with the Department of Assessments & Taxation: All domestic and foreign legal entities must submit a Personal Property Return to the Department. Failure to file a Personal Property Return will result in forfeiture of your right to conduct business in Maryland*

## FILING INSTRUCTIONS

### To file online:

1. Create an account with Maryland Business Express using the following link:  
<https://egov.maryland.gov/businessexpress>
2. Follow the instructions for filing on the Maryland Business Express portal.

### To file by mail:

1. Mail your filing, check or money order to:  
State Department of Assessments and Taxation  
Charter Division  
700 East Pratt Street, Suite 2700  
Baltimore, Maryland 21202
2. Checks or money orders should be made payable to the State Department of Assessments and Taxation or SDAT.

### To file by hand-delivery in drop boxes:

1. Regular Filing. A filing may be hand-delivered to the drop boxes that SDAT maintains in the building lobby at 123 Market Place, Baltimore, MD 21202.
2. Same-day Filing. A same-day expedited filing may be hand-delivered to the appropriate drop box in the building lobby at 123 Market Place, Baltimore, MD 21202. Please check the SDAT website using the following link for additional instructions about same-day service:  
<https://dat.maryland.gov/businesses/Pages/default.aspx>

### How long will it take to process my documents?

1. Base Filing Fee. Standard non-expedited review is 6 to 8 weeks.
2. Expedited review. An additional \$50.00 is required for expedited review within 7 to 10 business days.
3. Same-day review. Same-day expedited service requires an additional \$325 fee when filed online or \$425 fee for documents delivered to our office.