

# ANNUAL REPORT

MARYLAND STATE DEPARTMENT OF ASSESSMENTS AND TAXATION  
Business Services Unit, P.O. Box 17052, BALTIMORE, MARYLAND 21297-1052

2023

Form 1

Due April 17<sup>th</sup>  
Date Received  
by Department

Type of Business Check one business type below	Dept.ID Prefix	Filing Fee	Type of Business Check one business type below	Dept. ID Prefix	Filing Fee
Domestic or Foreign Stock Corporation	(D) or (F)	\$300	Domestic or Foreign Limited Liability Company	(W) or (Z)	\$300
Domestic or Foreign Non Stock Corporation	(D) or (F)	-0-	Domestic or Foreign Limited Partnership	(M) or (P)	\$300
Domestic or Foreign Statutory Trust	(E) or (S)	\$300	Domestic or Foreign Limited Liability Partnership	(A) or (E)	\$300
Foreign Interstate Corporation	(F)	-0-	Foreign Insurance Corporation	(F)	\$300
SDAT Certified Family Farm	(A,D,M,W)	\$100	Real Estate Investment Trust	(D)	\$300

For Immediate Submission – File Online at <https://egov.maryland.gov/BusinessExpress/>

The business has been approved by MarylandSaves for a waiver of its 2023 Annual Report filing fee. [ ] Yes [ ] No

## SECTION I – ALL BUSINESS ENTITIES COMPLETE

PLEASE CHECK HERE IF THIS IS AN AMENDED REPORT

NAME OF BUSINESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

Check here if this is a change of mailing address.

PLEASE NOTE: This will not change your principal office address. You must file a Resolution to Change a Principal Office Address.

DEPARTMENT ID NUMBER

(Letter Prefix followed by 8-digits) \_\_\_\_\_

FEDERAL EMPLOYER IDENTIFICATION NUMBER

(9-digit number assigned by the IRS) \_\_\_\_\_

FEDERAL PRINCIPAL BUSINESS CODE

(If known, the 6-digit number on file with the IRS) \_\_\_\_\_

NATURE OF BUSINESS \_\_\_\_\_

TRADING AS NAME \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

Include an email to receive important reminders from the Department of Assessments and Taxation

## SECTION II - ONLY CORPORATE ENTITIES COMPLETE

### A. Corporate Officers (names and mailing addresses)

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

### B. Directors (names only)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## SECTION III – Completion Required Pursuant to MD Code, Tax Property Article §11-101

- A. Is this business a (1) commercial enterprise or business that is formed in Maryland or does business in Maryland; or (2) a corporation, foundation, school, hospital, or other legal entity for which none of the earnings inure to the benefit of any private shareholder or individual holding an interest in the entity? [ ] Yes [ ] No

If you answered "No" to Question A, please proceed to Question E. By proceeding to Question E, your signing of this Annual Report confirms, under penalties of perjury, that the entity filing this Annual Report is not required to submit a Corporate Diversity Addendum. Please see Instructions for additional information. If you answered "Yes" to Question A, please proceed to Questions B, C, and D.

- B. Is this business a limited liability company (LLC) owned by a single member? [ ] Yes [ ] No
- C. Is this business a privately held company with at least 75% of the company's shareholders who are family members? [ ] Yes [ ] No
- D. Is this business an entity that (1) has an annual operating budget or annual sales less than \$5,000,000; and (2) does not qualify or seek to qualify for a "State benefit" as defined below? [ ] Yes [ ] No

Department ID # \_\_\_\_\_

A "State benefit" means (1) a State capital grant funding totaling \$1.00 million or more in a single fiscal year; (2) State tax credits totaling \$1.00 million or in a single fiscal year; or (3) the receipt of a State contract with a total value of \$1.00 million or more. "State contract" means a contract that (a) resulted from a competitive procurement process and (b) is not federally funded in any way.

If you answered "Yes" to Question B, C, or D, please proceed to Question E. By proceeding to Question E, your signing of this Annual Report confirms, under penalties of perjury, that the entity filing this Annual Report is not required to submit a Corporate Diversity Addendum. Please see Instructions for additional information.

If you answered "No" to Questions B, C, and D, you are legally obligated to complete and return to SDAT with this Annual Report a Corporate Diversity Addendum that is required by COMAR 24.01.07. The Addendum and instructions for submitting the Addendum may be found at <https://dat.maryland.gov/Pages/sdatforms.aspx>. Failure to complete and return the Addendum to SDAT may prohibit you from receiving certain State benefits. Please see Instructions for additional information.

**E. Required information for certain corporations. Please see instructions for more information.**

**Total number of directors** \_\_\_\_\_

**Total number of female directors** \_\_\_\_\_

**SECTION IV – ALL BUSINESS ENTITIES COMPLETE**

**A. Does the business own, lease, or use personal property, including inventory, located in Maryland with a total original cost of \$20,000 or more?**       Yes     No

If you answered "No", the business is not required to file a Business Personal Property Tax Return pursuant to MD Code, Tax Property Article §7-245. If you answered "Yes", you must complete and return a Business Personal Property Tax Return with this Annual Report.

**B. Did the entity dispose, sell or transfer ALL of its business personal property prior to January 1?**     Yes     No

If you answered **yes**, please complete form SD-1. Do not complete the Business Personal Property Return. For religious groups and charitable or educational organizations, the form SD-1 is optional.

**SECTION V – ALL BUSINESS ENTITIES COMPLETE**

*By signing this form below, you declare and attest, under the penalty of perjury, and pursuant to Tax-Property Article §1-201 of the Annotated Code of Maryland, that the statements made in this Annual Report, including those on any accompanying forms, schedules, and/or statements, has been examined by you and, to the best of your knowledge and belief, is a true, correct, and complete Annual Report for the Entity listed in Section I.*

**A. Corporate Officer or Principal of Entity:**

PRINT NAME \_\_\_\_\_ X SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

**B. Firm or Individual, other than taxpayer, preparing this Annual Report/Personal Property Tax Return:**

PRINT NAME \_\_\_\_\_ X SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

**PLEASE BE SURE TO SIGN THIS ANNUAL REPORT TO AVOID REJECTION BY THE DEPARTMENT!**

**If filing by mail, please return with applicable filing fee to:**

**Department of Assessments and Taxation, Business Services Unit**  
**P.O. Box 17052, Baltimore, Maryland 21297-1052**  
**File Online: <http://egov.maryland.gov/BusinessExpress>**  
**410-767-1330 • Email: [sdat.csc@maryland.gov](mailto:sdat.csc@maryland.gov)**

# BUSINESS PERSONAL PROPERTY TAX RETURN

MARYLAND STATE DEPARTMENT OF ASSESSMENTS AND TAXATION, BUSINESS SERVICES DIVISION  
P.O. BOX 17052 Baltimore, Maryland 21297-1052; 410-767-1170 • 888-246-5941 within Maryland

2023  
**FORM 1**  
**Due April 17th**  
Date Received  
by Department

**NOTE:** BEFORE FILLING OUT THIS PERSONAL PROPERTY RETURN MAKE CERTAIN YOU HAVE COMPLETED THE ANNUAL REPORT. A copy of the Annual Report form can be found online at <https://dat.maryland.gov/Pages/sdatforms.aspx#BPP>

## SECTION VI - ALL BUSINESS ENTITIES COMPLETE

NAME OF BUSINESS \_\_\_\_\_

MD DEPARTMENT ID NUMBER \_\_\_\_\_  
(Letter prefix and 8 digits)\*

\*Required to ensure the correct Departmental account is credited

A. Mailing address \_\_\_\_\_  
\_\_\_\_\_

B. Email address \_\_\_\_\_

C. Is any business conducted in Maryland? [ ] Yes [ ] No

D. Date began: \_\_\_\_\_

E. Nature of business: \_\_\_\_\_

F. If business operates on a fiscal year: Start date \_\_\_\_\_ End date \_\_\_\_\_

G. Total Gross Sales, or amount of business transacted during prior year in Maryland: \$

*If you report Total Gross Sales in question G of Section V, but do not report any personal property in Section VI, please explain how business is conducted without using personal property. If the business is using personal property of another business entity, please provide the name and address of that business entity below.*

H. Explanation: \_\_\_\_\_  
\_\_\_\_\_

NAME OF THE OTHER BUSINESS \_\_\_\_\_

MD DEPT. ID OF THE OTHER BUSINESS \_\_\_\_\_

LOCATION OF THE OTHER BUSINESS \_\_\_\_\_  
\_\_\_\_\_

REMARKS:



**SECTION VII - ALL BUSINESS ENTITIES COMPLETE**

**A. PROVIDE THE ACTUAL, PHYSICAL LOCATION OF ALL PERSONAL PROPERTY IN MARYLAND.**

Show the exact physical location(s) of all personal property owned and used in the State of Maryland, including county, city or town, and street address (PO Boxes are not acceptable). This assures proper distribution of assessments. If property is located in two or more jurisdictions, provide a breakdown for each location by completing additional copies of Section VII (Pages 4 and 5 of Form 1). For 5 or more locations, please include the information per location in an electronic format (see Form 1 Instructions).

Check here if this is a change of location.

\_\_\_\_\_  
Address, include City or Town, County and Zip Code

**1. Please provide the original cost by year of acquisition for any furniture, fixtures, tools, machinery and/or equipment not used for manufacturing or research & development:**

Year Acquired	A	B	C	D	E	F	G	Total Cost
2022								
2021								
2020								
2019								
2018								
2017								
2016								
2015 & Prior								
Totals								

Describe property identified in B - G above: \_\_\_\_\_

**2. Commercial Inventory – Furnish amounts from your most recent Maryland Income Tax Return.**  
**Note: Businesses that need a Trader’s License (Retail sales) must report commercial inventory here.**

Average Monthly Inventory \$ \_\_\_\_\_

Opening Inventory date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Closing Inventory date \_\_\_\_\_ Amount \$ \_\_\_\_\_

3. Supplies Average Cost \$ \_\_\_\_\_

4. Manufacturing and/or Research and Development (R&D) Avg. Monthly Inventory \$ \_\_\_\_\_

**5. Tools, machinery, and/or equipment used for manufacturing or research and development:**

State the original cost of the property by year of acquisition. Include all fully depreciated property and property expensed under IRS rules. If this business is engaged in manufacturing / R&D, and is claiming such an exemption for the first time, a manufacturing / R&D exemption application must be submitted by September 1 or within 6 months after the date of the first assessment notice for the taxable year that includes the manufacturing / R&D property. Visit the website [dat.maryland.gov](https://dat.maryland.gov) for an application and additional information. If the property is located in a taxable jurisdiction, a detailed schedule by depreciation category should be included to take advantage of higher depreciation allowances.

Year Acquired	A	C	D	Year Acquired	A	C	D
2022				2018			
2021				2017			
2020				2016			
2019				2015 & prior			

**Describe Property in C & D above:**

\_\_\_\_\_

<b>Total Cost</b>
\$

**6. Vehicles with interchangeable Registration and/or Unregistered vehicles:** (dealer, recycler, finance company, special mobile equipment, and transporter plates) and unregistered vehicles should be reported here. See specific instructions

Year Acquired	Original Cost	Year Acquired	Original Cost
2022		2020	
2021		2019 & prior	

<b>Total Cost</b>
\$

**7. Non-farming livestock:**

Book Value \$	Market Value \$
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**8. Other personal property:**

File separate schedule giving a description of property, original cost and the date of acquisition.

<b>Total Cost</b>
\$

**9. Property owned by others and used or held by the business** or lessee or otherwise:

File separate schedule showing names and addresses of owners, lease number, description of property installation date and separate cost in each case.

<b>Total Cost</b>
\$

**10. Property owned by the business, used by others** as lessee or otherwise:

File separate schedule showing names and addresses of lessees, lease number, description of property, installation date and original cost by year of acquisition for each location. Schedule should group leases by county where the property is located. Manufacturer lessors should submit the retail selling price of the property not the manufacturing cost.

**For additional information regarding separate schedules please see Form 1 instructions at <https://dat.maryland.gov>**

<b>Total Cost</b>
\$

**SECTION VIII - ALL BUSINESS ENTITIES COMPLETE**

A. If this is the business' first Maryland personal property return, state whether or not it succeeds an established business and give name:

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B. Does the business own any fully depreciated and/or expensed personal property located in Maryland? [ ] Yes [ ] No  
 If yes, is that property reported on this return? [ ] Yes [ ] No

C. If the business transfers assets in or out of Maryland, or disposes of assets (\$200,000 or more or 50% of the total property) during the prior year, complete Form SD-1. For additional details see Form 1 instructions at <https://dat.maryland.gov>

X Taxpayer's Signature/Date	Print Name	Phone Number & E-mail Address
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X Preparer's Signature/Date	Phone Number & Email Address
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Name and Address of Preparer

Mail the completed return to:  
 DEPARTMENT OF ASSESSMENTS AND TAXATION  
 Personal Property Division  
 P.O. BOX 17052  
 Baltimore, Maryland 21297-1052

If you have questions contact the Personal Property Division  
 Telephone: 410-767-1170,  
 Toll free within Maryland 888-246-5941  
 Email: [SDAT.PersProp@Maryland.gov](mailto:SDAT.PersProp@Maryland.gov)

**DEPRECIATION RATE CHART FOR PERSONAL PROPERTY**

**STANDARD DEPRECIATION RATE**

Category A: 10% per annum\*  
 All property not specifically listed below.

**SPECIAL DEPRECIATION RATES**  
 (The rates below apply only to the items specifically listed. Use Category A for other assets.)

Category B: 20% per annum\*  
 Mainframe computers originally costing \$500,000 or more.

Category C: 20% per annum\*  
 Unlicensed vehicles, Bowling alley equipment, brain scanners, carwash equipment, contractor's heavy equipment (tractors, bulldozers), fax machines, hotel, motel, hospital and nursing home furniture and fixtures (room and lobby), MRI equipment, mobile telephones, model home furnishings, music boxes, outdoor Christmas decorations, outdoor theatre equipment, photocopy equipment, radio and T.V. transmitting equipment, rental pagers, rental soda fountain equipment, self-service laundry equipment, stevedore equipment, theatre seats, trucks (unlicensed), vending machines, x-ray equipment.

Category D: 30% per annum\*\*  
 Data processing equipment and other computer based equipment, canned software.

Category E: 33 11/3% per annum\*  
 Blinds, carpets, drapes, shades. The following applies to equipment rental companies only: rental stereo and radio equipment, rental televisions, rental video cassette recorders and rental DVDs and video tapes.

Category F: 50% per annum\*  
 Pinball machines, rental tuxedos, rental uniforms, video games.

Category G: 5% per annum\*\*\*  
 Boats, ships, vessels, (over 100 feet).

Long-lived assets  
 Property determined by the Department to have an expected life in excess of 10 years at the time of acquisition shall be depreciated at an annual rate as determined by the Department.

\* Subject to a minimum assessment of 10% of the original cost.  
 \*\* Subject to a minimum assessment of 5% of the original cost.  
 \*\*\*Subject to a minimum assessment of 25% of the original cost