



For immediate release:

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SDAT To Streamline Annual Business Filing Process For 2018, Extension Requests Now Available *“Form 1”—Annual Report and Personal Property Tax Return—Will Be Updated*

The [Maryland State Department of Assessments and Taxation \(SDAT\)](#) is streamlining the annual business filing process in Maryland by updating the paperwork all entities are required to file with the state. The current “Form 1” will be separated into an “Annual Report” and a “Personal Property Tax Return,” which more clearly distinguishes the dual purposes of this filing. The majority of Maryland entities do not have personal property and will not be required to complete that section. Additionally, three forms that pertain only to entities with personal property will also be eliminated, simplifying the filing process and reducing the amount of paperwork to be completed by most Maryland business owners. Once [Maryland Business Express](#) is updated in January to reflect these improvements, businesses may file their 2018 Annual Reports and Personal Property Tax Returns online.

Most Maryland Businesses Can File Online Extensions Now!

Unless an extension is requested, all domestic and foreign entities must file these documents on or before April 16 to remain in “good standing” and legally operate in the state. More than a decade ago, SDAT began accepting extension requests online and now less than two dozen requests are submitted using the paper form. Therefore, beginning in 2018 the Department will only accept extension requests submitted through the [online extension system](#). If a business was recently created, users will still need to wait until February 1 to access the portal, but if a business was created prior to December 1, 2017 users may request an extension now—two months earlier than in past years.

Changes to the Annual Report and Personal Property Tax Return – “Form 1”

Beginning in 2018, the Department will be separating the Annual Report and Personal Property Tax Return filings, which historically have been combined in Form 1. All business entities will still be required to file a two-page Annual Report, and directions within that document will determine whether or not they must also attach a Personal Property Tax Return. The majority of business owners—roughly 200,000—do not actually own any personal property and will not be required to complete that section. A Personal Property Tax Return must be included if:

- The business owns, leases, or uses personal property located in Maryland; or

- The business maintains a trader's license with a local unit of government in Maryland.

Although the form is being revised and streamlined, the methods for filing will not change. The simplest and easiest method is through [Maryland Business Express \(MBE\)](#), SDAT's award-winning platform for creating a business, making annual filings, and requesting document copies online. MBE will be updated with the revised form in January. As customers answer the prompts in filing their Annual Report electronically, MBE will automatically identify whether a Personal Property Tax Return should also be completed. Otherwise, business owners may continue to submit their Annual Report and Personal Property Tax Returns by mail, or file in person at our West Preston Street office in Baltimore City.

Additional Changes for Entities with Personal Property

Three forms that pertain only to entities with personal property will also be eliminated beginning in 2018. These forms are too detailed and rigid for filers to easily submit information, and any information relevant to the Personal Property Tax Return can still be submitted as an attachment and may be requested by our Department. The three forms to be eliminated are:

- Form 4A Balance Sheet,
- Form 4B Depreciation Schedule, and
- Form 4C Disposal & Transfer Reconciliation.

Resources for Maryland Businesses

SDAT **strongly recommends** that all business owners [sign up for our distribution list](#) to receive timely reminders to file these important documents or tax credit applications, or to receive general SDAT news updates.

To view entity filings for free online and review the legal status of your business, access our [Maryland Business Express Entity Search](#).

For additional questions about any of the information in this release, please contact SDAT's Personal Property Valuation Unit at SDAT.PersProp@Maryland.gov or (410) 767-1170.

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ANNUAL REPORT - Due by April 15th

STATE OF MARYLAND, DEPARTMENT OF ASSESSMENTS AND TAXATION, TAXPAYER SERVICES DIVISION
P.O. Box 17052, Baltimore, Maryland 21297-1052 • www.dat.maryland.gov • (410) 767-1340 • (888) 246-5941 within Maryland •
sdattcharterhelp@maryland.gov

2018
Form 1
Page 1 of 5

Date Received
by Department

CHECK
ONE

Type of Business	Dept. ID Prefix	Filing Fee	Type of Business	Dept. ID Prefix	Filing Fee
<input type="checkbox"/> Domestic Stock Corporation	(D)	\$300	<input type="checkbox"/> Domestic Limited Liability Company	(W)	\$300
<input type="checkbox"/> Foreign Stock Corporation	(F)	\$300	<input type="checkbox"/> Foreign Limited Liability Company	(Z)	\$300
<input type="checkbox"/> Domestic Non-Stock Corporation	(D)	- 0 -	<input type="checkbox"/> Domestic Limited Partnership	(M)	\$300
<input type="checkbox"/> Foreign Non-Stock Corporation	(F)	- 0 -	<input type="checkbox"/> Foreign Limited Partnership	(P)	\$300
<input type="checkbox"/> Foreign Insurance Corporation	(F)	\$300	<input type="checkbox"/> Domestic Limited Liability Partnership	(A)	\$300
<input type="checkbox"/> Foreign Interstate Corporation	(F)	- 0 -	<input type="checkbox"/> Foreign Limited Liability Partnership	(E)	\$300
<input type="checkbox"/> SDAT Certified Family Farm	(A,D,M,W)	\$100	<input type="checkbox"/> Domestic Statutory Trust	(B)	\$300
<input type="checkbox"/> Real Estate Investment Trust	(D)	\$300	<input type="checkbox"/> Foreign Statutory Trust	(S)	\$300

SECTION I - ALL BUSINESS ENTITIES COMPLETE
PLEASE CHECK IF THIS IS AN AMENDED RETURN: ☐

NAME OF BUSINESS			
MD DEPARTMENT ID NUMBER (Letter Prefix followed by 8-digit number)			
FEDERAL EMPLOYER IDENTIFICATION # (9-digit number assigned by the IRS)			
STATE OF INCORPORATION OR FORMATION			
DATE OF INCORPORATION OR FORMATION			
FEDERAL PRINCIPAL BUSINESS CODE (6-digit number on file with IRS)			
TRADING AS NAME			
MAILING ADDRESS <input type="checkbox"/> Check here if this is a change of mailing address. PLEASE NOTE: This will not change your <u>Principal Office</u> address. You must file a Resolution to change a <u>Principal Office</u> address.			
	City	State	Zip Code
	Country		
Note: Please include an e-mail address in order to receive important reminders from the Maryland Department of Assessments and Taxation			
EMAIL ADDRESS			

SECTION II - ONLY CORPORATE ENTITIES COMPLETE

A. Corporate Officers (names and mailing addresses)

President	City	State	Zip Code
Vice-President	City	State	Zip Code
Secretary	City	State	Zip Code
Treasurer	City	State	Zip Code

B. Corporate Directors (names only)



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2018**Form 1****Page 2 of 5**

If you answer "**Yes**" to either of the two questions in **Section III**, below, please complete **Sections IV** through **VII** (*Personal Property Tax Return*) and return it, along with this *Annual Report*, to the Department.
If you answer "**No**" to BOTH questions in **Section III**, below, you DO NOT need to complete the *Personal Property Tax Return*.
Instead, complete **Section IV** only, and return the *Annual Report* to the Department.

SECTION III - ALL BUSINESS ENTITIES COMPLETE

A. Does the business own, lease, or use personal property located in Maryland?

☐

Yes

☐

No

B. Does the business maintain a trader's license with a local unit of government in Maryland?

☐

Yes

☐

No

SECTION IV - ALL BUSINESS ENTITIES COMPLETE

By signing this form below, you declare, under the penalty of perjury, and pursuant to Tax-Property Article 1-201 of the Annotated Code of Maryland, that this Annual Report, including 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. Firm or Individual, other than taxpayer, preparing this Annual Report/Personal Property Tax Return:

NAME			
SIGNATURE AND DATE		Date	
MAILING ADDRESS			
	City	State	Zip Code
EMAIL ADDRESS			
PHONE NUMBER			

B. Corporate Officer or Principal of Entity

NAME			
SIGNATURE AND DATE		Date	
MAILING ADDRESS			
	City	State	Zip Code
EMAIL ADDRESS			
PHONE NUMBER			

Did you answer "**Yes**" to either question in **Section III**?If so, please continue on to **Sections V - VIII** (pages 3 - 5).

If not, **STOP HERE** and return this Annual Report (pages 1 - 2)
to the **Maryland Department of Assessments and Taxation**



PERSONAL PROPERTY TAX RETURN - Due by April 15th

STATE OF MARYLAND, DEPARTMENT OF ASSESSMENTS AND TAXATION, TAXPAYER SERVICES DIVISION
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2018**Form 1****Page 3 of 5**

NAME OF BUSINESS	
MD DEPARTMENT ID NUMBER (Letter Prefix followed by 8-digit number)	

STOP! If you answered "No" to BOTH questions in **Section III**, **DO NOT** complete **Sections V - VIII** and **DO NOT** submit them.

SECTION V - ALL BUSINESS ENTITIES COMPLETE

A. Is this the first Personal Property Tax Return filed by this business entity?

☐

Yes

☐

No

B. Does this business entity succeed an already established business entity?

☐

Yes

☐

No

If you answer "Yes" to both questions, please complete this section;

NAME OF FORMER BUSINESS			
MD DEPT. ID OF FORMER BUSINESS			
FORMER BUSINESS LOCATION			
	City	State	Zip Code

SECTION VI - ALL BUSINESS ENTITIES COMPLETE

A. Is any business conducted in Maryland?

☐

Yes

☐

No

B. Date began:

____ / ____ / ____

C. Nature of business:

D. If business operates on a fiscal year: Start:

____ / ____ / ____

End:

____ / ____ / ____

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

If you report Total Gross Sales in question **E** of **Section VI**, but do not report any personal property in **Section VII**, 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.

F. Explanation:

NAME OF THE OTHER BUSINESS			
MD DEPT. ID OF THE OTHER BUSINESS			
LOCATION OF THE OTHER BUSINESS			
	City	State	Zip Code



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2018**Form 1****Page 4 of 5**

NOTE: Show the exact physical location(s) of all personal property owned and used in the State of Maryland, including county, town, and street address (PO Boxes are not acceptable.) Doing this will assure proper distribution of assessments. If property is located in two or more jurisdictions, provide a break-down for each location by completing additional copies of **Section VII**. For 5 or more locations, please provide the information per location in an electronic format (see instructions.)

SECTION VII - ALL BUSINESS ENTITIES COMPLETE

PLEASE PROVIDE THE ACTUAL, PHYSICAL LOCATION OF ALL PERSONAL PROPERTY (address)			
	City	State	Zip Code

☐ Check here if this is a change of location.

A. Is the personal property located inside the limits of an incorporated town?

☐

Yes

☐

No

If you answer "Yes", please complete this section;

NAME OF INCORPORATED TOWN	
COUNTY OF INCORPORATED TOWN	

B. 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
2017								
2016								
2015								
2014								
2013								
2012								
2011								
2010 & prior								
Total Cost in Columns A - G								

Describe property identified in B - G above:

*Please provide amounts from your most recent Maryland Income Tax Return	Inventory Type	Date	US Dollar (\$) Amount
C. Commercial Inventory:	Opening		
	Closing		
	Average		
D. Supplies:	Average Cost		
E. Manufacturing and/or Research and Development (R&D):	Opening		
	Closing		
	Average		



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2018**Form 1****Page 5 of 5**

NOTE: Show the original cost of all personal property owned and used in the State of Maryland, by year of acquisition. Please round-up any values to the nearest whole dollar amount.
Complete **Section VII** for each location conducting business in Maryland at any time during the taxable year.

SECTION VII (con't) - ALL BUSINESS ENTITIES COMPLETE

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

Year Acquired	2017	2016	2015	2014	2013	2012	2011	2010 & Prior	Total Cost
Original Cost									

G. Vehicles with interchangeable Registration and/or Unregistered vehicles:

Year Acquired	2017	2016	2015	2014	2013	2012	2011	2010 & Prior	Total Cost
Original Cost									

H. Non-farming livestock:

Book Value (\$)	Market Value (\$)

**** Before you complete I, J, or K below, please review the Special Instructions**

I. Other personal property not already identified:

Year Acquired	2017	2016	2015	2014	2013	2012	2011	2010 & Prior	Total Cost
Original Cost									

Describe property identified above: _____

J. Property owned by others and used or held by the business as lessee or otherwise:

Year Acquired	2017	2016	2015	2014	2013	2012	2011	2010 & Prior	Total Cost
Original Cost									

Describe property identified above: _____

K. Property owned by the business, but used or held by others as lessee or otherwise:

Year Acquired	2017	2016	2015	2014	2013	2012	2011	2010 & Prior	Total Cost
Original Cost									

Describe property identified above: _____

SECTION VIII - ALL BUSINESS ENTITIES COMPLETE

A. Does the business own any fully depreciated and/or expensed personal property located in Maryland?

☐ Yes ☐ No

B. If so, is that property reported in **Section VII**?

☐ Yes ☐ No

C. Has the business disposed of any assets, or transferred any assets, in or out of Maryland during the prior year?

☐ Yes ☐ No

