

Annual Report and Personal Property Return as of January 1st Due by April 15th

STATE OF MARYLAND, DEPARTMENT OF ASSESSMENTS AND TAXATION, PERSONAL PROPERTY DIVISION
 P.O. Box 17052, Baltimore, Maryland 21297-1052 • www.dat.maryland.gov • (410) 767-1170 • (888) 246-5941 within Maryland •
 sdat.persprop@Maryland.gov

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Enter
the
Year
Form 1
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Date Received
by DepartmentCHECK
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

Name of Business

Mailing Address

Note: Please include an e-mail address in order to receive important reminders from the Maryland Department of Assessments and Taxation.

E-mail Address

 Check here
 if this is a
 change of
 mailing address

MD DEPARTMENT ID NUMBER ID PREFIX <input type="text"/>	FEDERAL EMPLOYER IDENTIFICATION NUMBER - - - - -	
DATE OF INCORPORATION OR FORMATION	STATE OF INCORPORATION OR FORMATION	FEDERAL PRINCIPAL BUSINESS CODE
TRADING AS NAME		

 ID
 PREFIX
 Type or Print MD Department ID Number Here
SECTION IA. Is any business conducted in Maryland? _____ Date began: _____
(Yes or No)

B. Nature of business conducted in Maryland: _____

C. Does the business own, lease or use personal property located in Maryland? _____ If No, skip SECTION II.
(Yes or No)**ONLY CORPORATIONS COMPLETE ITEM D**

D. Names and addresses of officers and names of directors (type or print):

OFFICERS		Addresses
President	<input type="text"/>	<input type="text"/>
Vice President	<input type="text"/>	<input type="text"/>
Secretary	<input type="text"/>	<input type="text"/>
Treasurer	<input type="text"/>	<input type="text"/>

DIRECTORS

Names	Names
<input type="text"/>	<input type="text"/>

INCLUDE MD DEPARTMENT ID NUMBER ON CHECK
PLEASE STAPLE CHECK HERE

BUSINESS TANGIBLE PERSONAL PROPERTY LOCATED IN MARYLAND**EACH QUESTION MUST BE ANSWERED—SEE INSTRUCTIONS****SECTION II****ROUND CENTS TO THE NEAREST WHOLE DOLLAR**

A. IMPORTANT: 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). 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 II (Pages 2 and 3 of Form 1). For 5 or more locations, please include the information per location in an electronic format (see Form 1 Instructions).

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(County)

(Address, Number and Street)

(Zip Code)

Check here if this location has changed from the prior year return.

Is the property located inside the limits of an incorporated town?

(Yes or No)

(Incorporated Town)

- ① **Furniture, fixtures, tools, machinery and equipment not used for manufacturing or research and development.** State the original cost of the property by year of acquisition and category of property as described in the Depreciation Rate Chart on page 4. Include all fully depreciated property and property expensed under IRS rules.

Columns B through G require an explanation of the type of property being reported. Use the lines provided below. If additional space is needed, provide a supplemental schedule. Failure to explain the type of property will result in the property being treated as Category A property (see instructions for example).

ORIGINAL COST BY YEAR OF ACQUISITION								
Year Acquired	A	SPECIAL DEPRECIATION RATES (SEE PAGE 4)						TOTAL COST
		C	D	E	F	G		
& prior								
TOTAL COST COLUMNS A-G →								

DESCRIBE B through G PROPERTY HERE:

- ② **Commercial Inventory.** Furnish an average of 12 monthly inventory values taken in Maryland in prior year at cost or market value of merchandise and stock in trade. Include products manufactured by the business and held for retail sale and inventory held on consignment. (Do not include raw materials or supplies used in manufacturing.) Note: LIFO prohibited in computing inventory value.

Average Commercial Inventory	Furnish from the latest Maryland Income Tax return:
\$	

Note: Businesses that need a Trader's License must report commercial inventory here.

- ③ **Supplies.** Furnish the average cost of consumable items not held for sale (e.g., contractor's supplies, office supplies, etc.)

Average Cost
\$

- ④ **Manufacturing/Research and Development (R&D) Inventory.** Furnish an average of 12 monthly inventory values taken in Maryland during prior year at cost or market value of raw materials, supplies, goods in process and finished products used in and resulting from manufacturing/R&D by the business. (Do not include manufactured products held for retail sale.)

Average Manufacturing/R&D Inventory	Furnish from the latest Maryland Income Tax return:
\$	

- (5) Tools, machinery and 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 within 6 months after the date of the first assessment notice for the taxable year that includes the manufacturing / R&D property.** Visit www.dat.maryland.gov for an application.

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	Original Cost	Year Acquired	Original Cost
			& prior

TOTAL COST \$

- ⑥ Vehicles with Interchangeable Registration** (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
			& prior

TOTAL COST | \$

- (7) Non-farming livestock \$** _____ **\$** _____
(Book Value) (Market Value)

- (8) Other personal property** TOTAL COST \$
File separate schedule giving a description of property, original cost and the date of acquisition.

- ⑨ **Property owned by others and used or held by the business** as lessee or otherwise . . . TOTAL COST \$
File separate schedule showing names and addresses of owners, lease number, description of property,
installation date and separate cost in each case.

- ⑩ Property owned by the business but used or held by others** as lessee or otherwise... . TOTAL COST \$
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
the property is located. Manufacturer lessors should submit the retail selling price of the property not the man-

SECTION III This Section must be completed.

- A. Total Gross Sales, or amount of business transacted during prior year in Maryland: \$ _____
If the business has sales in Maryland and does not report any personal property, explain how the business is conducted without personal property. If the business is using the personal property of another business, provide the name and address of that business.

- B. If the business operates on a fiscal year, state beginning and ending dates: _____

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

D. 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

E. Does the submitted balance sheet or depreciation schedule reflect personal property located outside of Maryland? yes no
If yes, reconcile it with this return.

F. Has the business disposed of assets or transferred assets in or out of Maryland during the prior year? yes no
If yes, complete Form 4C (Disposal and Transfer Reconciliation).

• PLEASE READ “IMPORTANT REMINDERS” ON PAGE 4 BEFORE SIGNING •

I declare under the penalties of perjury, pursuant to Tax-Property Article 1-201 of the Annotated Code of Maryland, that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

NAME OF FIRM, OTHER THAN TAXPAYER, PREPARING THIS RETURN

PRINT OR TYPE NAME OF CORPORATE OFFICER OR PRINCIPAL OF OTHER ENTITY TITLE

X _____
SIGNATURE OF PREPARER DATE

X _____
SIGNATURE OF CORPORATE OFFICER OR PRINCIPAL DATE

PREPARER'S PHONE NUMBER _____ **E-MAIL ADDRESS** _____

E-MAIL ADDRESS

BUSINESS PHONE NUMBER

E-MAIL ADDRESS

MAILING INSTRUCTIONS

For Initially Filed Returns Use the Address Below:

**State of Maryland
Department of Assessments & Taxation
Personal Property Division
PO Box 17052
Baltimore, Maryland 21297-1052**

**Note: Do not send Certified Mail to this PO Box.
See the box to the right.**

Use the Address Below for the Following Items Only:

- US Postal Service Certified Mail
- All overnight delivery service mail
- Amended returns, correspondence, appeals, applications, etc.
- Late filing penalty payments

**State of Maryland
Department of Assessments & Taxation
Personal Property Division
301 W Preston St
Baltimore, Maryland 21201-2395**

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IMPORTANT REMINDERS

- Rules for personal property extensions:
 - Internet extension requests are due by April 15th and are free of charge. The on-line extension request is available beginning February 1st at www.dat.maryland.gov.
 - Paper extension requests (Form AT3-71) are due on or before March 15th and require a \$20 processing fee for each Department ID Number.
- **The annual report filing fee is \$300 for most legal entities. Be sure to enclose the correct fee with the Form 1.** The check should note the Department ID Number and be payable to Department of Assessments and Taxation.
- **Manufacturing/R&D exemption application must be filed within 6 months after the date of the first assessment notice for the taxable year that includes the manufacturing personal property. See instruction 11 for more information.** A manufacturing exemption cannot be granted unless a timely application is filed. Once filed, no additional applications are required in subsequent years.
- Entities requesting a revised assessment due to other **missed exemptions** (vehicles, software, charitable organizations, etc.) must file that request within three years of the April 15th date the return was originally due.
- Do not prepay late filing penalties or pay personal property taxes to this Department.
- **Business entities that require a Trader's License must report commercial inventory in Section II Line Item 2.** If commercial inventory is located in two or more jurisdictions, provide a breakdown for each location.
- This return **must be accompanied by Form 4A (Balance Sheet) or latest available balance sheet, and Form 4B (Depreciation Schedule)**, unless the business does not own any personal property in Maryland. All information on pages 2 and 3 of this report and supporting schedules are held confidential by the Department and are not available for public inspection. Page 1 is public record (Tax-Property Article 2-212).
- If you **discontinued business** prior to January 1st, notify the Department in writing prior to the April 15th filing deadline, stating to whom and the date all personal property was sold.
- If the **business is sold on or after January 1st and before July 1st**, submit Form AT3-45 (available at www.dat.maryland.gov) along with the statement of sale, including the value of personal property, date of sale, name and address of the buyer. This must be in our office no later than October 1st of the same year.
- To ensure proper posting to your account, please include your Department ID Number on your return and in all communications with the Department.
- **This return must be signed by an officer or principal of the business.**
- Place the Department ID Number on page 1.

LATE FILING PENALTY

DO NOT PAY PENALTIES AT TIME OF FILING RETURN

- A business which files an annual return postmarked after the due date of April 15th will receive an initial penalty of 1/10 of one percent of the county assessment, plus interest at the rate of two percent of the initial penalty amount for each 30 days or part thereof that the return is late.
- Businesses which fail to file this report will receive estimated assessments which will be twice the estimated value of the personal property owned.

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*

Autos (unlicensed), 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, canned software.

Category E: 33 1/3% 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 25% of the original cost.

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

DATE OF ASSESSMENT NOTIFICATION

OFFICE USE ONLY

