Personal Property Return As of January 1, 2015 Due April 15, 2015

STATE OF MARYLAND, DEPARTMENT OF ASSESSMENTS AND TAXATION, PERSONAL PROPERTY DIVISION
301 West Preston Street, Room 801, Baltimore, Maryland 21201-2395 • www.dat.maryland.gov • (410) 767-1170 • (888) 246-5941 within Maryland

2015

Form 1

Date Received by Department

CHECK ONE

Type of Business	ID # Prefix	Filing Fee	Type of Business	ID # Prefix	Filing Fee
☐ Domestic Stock Corporation	(D)	$300	☐ Domestic Limited Liability Company	(W)	$300
☐ Foreign Stock Corporation	(F)	$300	☐ Foreign Limited Liability Company	(Z)	$300
☐ Domestic Non-Stock Corporation	(D)	- 0 -	☐ Domestic Limited Partnership	(M)	$300
☐ Foreign Non-Stock Corporation	(F)	- 0 -	☐ Foreign Limited Partnership	(P)	$300
☐ Foreign Insurance Corporation	(F)	$300	☐ Domestic Limited Liability Partnership	(A)	$300
☐ Foreign Interstate Corporation	(F)	- 0 -	☐ Foreign Limited Liability Partnership	(E)	$300
☐ SDAT Certified Family Farm	(A,D,M,W)	$100	☐ Domestic Statutory Trust	(B)	$300
☐ Real Estate Investment Trust	(D)	$300	☐ Foreign Statutory Trust	(S)	$300

Name of Business
Mailing Address

Make Address Corrections Here →

____
____
____
____

☐ **Check here if this is a change of address**

DEPARTMENT ID NUMBER ID# PREFIX ☐ ___ ___ ___ ___ ___ ___ ___ ___	FEDERAL EMPLOYER IDENTIFICATION NUMBER ___ ___ – ___ ___ ___ ___ ___ ___ ___

DATE OF INCORPORATION OR FORMATION	STATE OF INCORPORATION OR FORMATION	FEDERAL PRINCIPAL BUSINESS CODE ___ ___ ___ ___ ___ ___

TRADING AS NAME	☐ **Please check here if you want personal property forms mailed to you next year.**

ID # PREFIX ☐

Type or Print Department ID Number Here

INCLUDE DEPARTMENT ID NUMBER ON CHECK

PLEASE STAPLE CHECK HERE

SECTION I

A. 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

Names	Addresses
President_______________________	_______________________
Vice-President ___________________	_______________________
Secretary _______________________	_______________________
Treasurer _______________________	_______________________

DIRECTORS

Names	Names
_______________________	_______________________
_______________________	_______________________
_______________________	_______________________
_______________________	_______________________

BUSINESS TANGIBLE PERSONAL PROPERTY LOCATED IN MARYLAND

EACH QUESTION MUST BE ANSWERED—SEE INSTRUCTIONS

ROUND CENTS TO THE NEAREST WHOLE DOLLAR

Enter dollar amounts without commas.

SECTION II

A. IMPORTANT: Show exact location 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 breakdown by locations by completing additional copies of Section II for each location.

(County)

(Address, Number and Street) (Zip Code)

☐ **Check here if this location has changed from the 2014 return.**

(Incorporated Town)

Is the property located inside the limits of an incorporated town? ______ (Yes or No)

Note: If all of the personal property of this business is located entirely in the following exempt counties: Frederick, Garrett, Kent, Queen Anne's, or Talbot, you may be eligible to skip the remainder of Section II. Refer to Specific Instructions, Section II, A for more information.

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). **Refer to the 2015 Depreciation Rate Chart on page 4 for computer equipment rates for categories B and D.**

ORIGINAL COST BY YEAR OF ACQUISITION

	A	SPECIAL DEPRECIATION RATES (SEE PAGE 4) B	C	D	E	F	G	TOTAL COST
2014								0
2013								0
2012								0
2011								0
2010								0
2009								0
2008								0
2007 and prior								0
							TOTAL COST COLUMNS A-G →	0

DESCRIBE **B** through **G** PROPERTY HERE:

② **Commercial Inventory.** Furnish an average of 12 monthly inventory values taken in Maryland during 2014 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:
Opening Inventory - date ______ amount $ ______
Closing Inventory - date ______ amount $ ______

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 2014 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:
Opening Inventory - date ______ amount $ ______
Closing Inventory - date ______ amount $ ______

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 on or before September 1, 2015** before an exemption can be granted. **See instruction 11 for exception.** Contact the Department or 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.

ORIGINAL COST BY YEAR OF ACQUISITION			
2014		2010	
2013		2009	
2012		2008	
2011		2007 and prior	

TOTAL COST $ 0

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.

ORIGINAL COST BY YEAR OF ACQUISITION			
2014		2012	
2013		2011 and prior	

TOTAL COST $ 0

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 county where the property is located. Manufacturer lessors should submit the retail selling price of the property not the manufacturing cost.

SECTION III This Section must be completed.

A. Total Gross Sales, or amount of business transacted during 2014 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 2014? ☐ 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

____
BUSINESS PHONE NUMBER E-MAIL ADDRESS

See top of page 4 for correct mailing address

MAILING INSTRUCTIONS

Use the address below for:
- originally filed 2015 personal property returns.
- originally filed prior year returns.

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

- **Do not send Certified Mail to this PO Box. See box at right.**

Use the address below for:
- 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

IMPORTANT REMINDERS

- Rules for 2015 personal property extensions:
  Internet extension requests are due by April 15, 2015 and are free of charge.
  Paper extension requests are due on or before March 16, 2015 and require a $20 processing fee for each entity.
- **The annual report filing fee is $300 for most legal entities. Be sure to enclose the correct fee with the Form 1.**
- **Manufacturing/R&D application deadline is September 1, 2015. Exception for tax years beginning after June 30, 2009 - an exemption application may 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 on line item ②.
- 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 1, 2015, notify the Department immediately, stating to whom and the date all personal property was sold. If the business is sold on or after January 1, 2015 and before July 1, 2015, submit statement of sale, including value of personal property, date of sale, name and address of the buyer on or before October 1, 2015.
- File the pre-addressed return to ensure proper posting to your account.
- This return must be signed by an officer or principal of the business.
- Make check for filing fee payable to Department of Assessments and Taxation. Place the Department ID number on the check.
- Place the Department ID number on page 1 if the pre-addressed return is not used.

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 15, 2015 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 2015 RETURNS

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: 33⅓% 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