

FINAL DRAFT A 05.06.13



2013 - 2014 MARYLAND SALES AND USE TAX Instructions and Returns

Before completing Form 202 Maryland Sales and Use Tax Return, please read all instructions. For assistance, visit our website at www.marylandtaxes.com or contact Taxpayer Service Section at 410-260-7980 from central Maryland, call toll free at 1-800-638-2937 from elsewhere in Maryland.



File and pay online for free at
www.marylandtaxes.com



Visite nuestro sitio Web en
www.marylandtaxes.com para
obtener instrucciones en Español

This packet contains the forms needed to report your sales and use taxes for the fiscal year ending June 30, 2014. Please make certain that you have selected the proper return for your reporting period and have completed all applicable lines. Write only in the spaces provided. Before mailing your return, please make certain that it has been signed. You must file the proper return on or before each due date even if no taxes are payable. Instead of using paper forms, you can file electronically for FREE using **bFile** at **www.marylandtaxes.com**. If the amount on Line 12 for any period is zero, do not mail a return. Instead file by calling 410-260-7225 or file electronically.

Using A Private Delivery Service instead of US Mail:

If you are not using the US Postal Service, but are using a private delivery service such as FedEx or UPS, use the following address:

Comptroller of Maryland
 Revenue Administration Division
 80 Calvert Street
 Annapolis, MD 21401

MONTHLY TAXPAYER RECORD OF PAYMENT

	Gross Sales	Tax Paid	Date Paid
July			
August			
September			
October			
November			
December			

	Gross Sales	Tax Paid	Date Paid
January			
February			
March			
April			
May			
June			

QUARTERLY TAXPAYER RECORD OF PAYMENT

	Gross Sales	Tax Paid	Date Paid
1st Quarter			
2nd Quarter			

	Gross Sales	Tax Paid	Date Paid
3rd Quarter			
4th Quarter			

RETAIN THIS PAGE AS A PERMANENT RECORD OF YOUR ACCOUNT NUMBER



COMPTROLLER
of MARYLAND
Serving the People

A Message from Comptroller Peter Franchot

We in the Comptroller's Office realize paying taxes may never be anyone's favorite thing to do, but it is my job, and the job of my office, to make sure it's as easy a process as we can make it.

My agency remains committed to providing the highest level of customer service whether you reach out to us by phone, stop into one of our 12 branch offices or send us your question in an email. Comptroller employees strive to respond quickly, provide accurate information and assist taxpayers in every way possible to meet their obligations. Serving the People is not just a tag line; it's the guiding principal for how we do business, so you are able to carry on with your business.

Maryland's small businesses are the backbone of our state's economy, providing family-supporting jobs for tens of thousands of Marylanders and supporting our local communities in countless ways. It's our pleasure to serve you as you serve Maryland.

As you prepare your return, remember that the fastest, safest, and easiest way to meet your Sales and Use Tax obligation is to file and pay electronically! Consider using:

- bFile – the first choice for nearly 100,000 Sales and Use Tax filers. File online for free using bFile at www.marylandtaxes.com,
- EFT – Pay by electronic funds transfer, using direct debit or credit methods. To register, call 410-260-7601, or
- Credit Card – Pay by credit card online at www.officialpayments.com or by calling 1-800-2PAYTAX.

I know that preparing and filing tax returns isn't fun which is why I'm dedicated to making the process as easy and efficient as possible. As always, I welcome your feedback, so please don't hesitate to contact my office with suggestions.

Sincerely,

A handwritten signature in black ink that reads "Peter Franchot". The signature is written in a cursive, flowing style.

Comptroller of Maryland

Bulletin



COMPTROLLER
of MARYLAND
Serving the People

Comptroller of Maryland • Revenue Administration Division • 110 Carroll Street • Annapolis, Maryland 21411
410-260-7980 or 1-800-638-2937 (elsewhere in Maryland)
E-mail: taxhelp@comp.state.md.us • www.marylandtaxes.com

13-1

2013 Changes in the Sales and Use Tax Law

The 2013 Maryland General Assembly passed the following changes to the Sales and Use Tax Law, which are effective July 1, 2013, unless otherwise indicated. Please note that none of the bills have been signed by the Governor as of the printing of this bulletin. Please see <http://mgaleg.maryland.gov> for updated bill signing information

SB 481/HB 151 – Task Force on the Implementation of Tax Benefits for Emergency Preparedness Equipment: The bills are not cross-filed but both establish a Task Force to study the benefits of (1) an income tax credit to purchase electric generators, or (2) a tax-free period for emergency preparedness equipment. The Task Force will make recommendations regarding the implementation of the credit or tax-free period, including qualifications for the credit, the amount of the credit to be granted, and the length of a tax-free period for emergency preparedness equipment. The bills will take effect June 1, 2013.

SB 486/HB 523 – Short-Term Rental of Motorcycles – Sales and Use Tax and Motor Vehicle Law: The bills were cross-filed and include motorcycle rentals in the definition of “short-term vehicle rental” for purposes of the State sales and use tax so that they are subject to the 11.5% sales tax rate applicable to short-term vehicle rentals. The bills also include motorcycles in the definition of “rental vehicle” for purposes of the motor vehicle law, which will exempt motorcycle rentals from the motor vehicle excise tax, and specify that rental motorcycles are subject to a \$35 annual vehicle registration fee.

SB 745 – Public Safety – 9-1-1 Emergency Telephone Systems – Collection of Surcharge: The bill creates a “Prepaid Wireless E 9-1-1 Fee” for prepaid wireless telecommunications services. “Prepaid wireless telecommunications” services means a commercial mobile radio service that allows a consumer to dial or access 9-1-1; must be paid in advance; and is sold in predetermined units that decline with use in a known amount. The Prepaid Wireless E 9-1-1 Fee is collected by the seller from the consumer for each retail transaction in Maryland. The Prepaid Wireless E 9-1-1 Fee is 60 cents per retail transaction. The Prepaid Wireless E 9-1-1 Fee is not subject to Maryland sales and use tax. Sellers of prepaid wireless telecommunications services are required to report and remit to the Comptroller all Prepaid Wireless E 9-1-1 Fees collected by the seller.

HB 232 – Sales and Use Tax - Exemption - Parent-Teacher Organization Fund-raisers: The bill provides that the sales and use tax does not apply to a sale by specified parent-teacher organizations or other organizations within an elementary or secondary school in the State or within a school system in the State.

HB 1513 – Public Safety – Response to a State Disaster or Emergency – Licensing and Taxes: The bill establishes that an out-of-state business that performs disaster- or emergency-related work during a disaster period does not establish a level of presence that would require the out-of-state business or its out-of-state employees to be subject to any requirement to collect and remit Maryland sales and use tax among other requirements. The Bill will take effect on June 1, 2013.

HB 1515 – Transportation Infrastructure Investment Bill of 2013: The bill imposes a 1% sales and use tax equivalent rate on all motor fuel except for aviation and turbine fuel beginning in fiscal 2014. The rate increases to 2% on January 1, 2015, and to 3% in fiscal 2016. However, if federal legislation on sales tax collection is not enacted by December 1, 2015, the sales and use tax equivalent rate increases from 3% to 4% on January 1, 2016, and then increases to 5% beginning in fiscal 2017. Alternatively, if federal legislation on sales tax collection is enacted and the Comptroller adopts regulations that require out-of-state sellers to collect the State sales and use tax on sales by out-of-state sellers to buyers in the State that takes effect before December 1, 2015, the sales and use tax equivalent rate remains at 3% and the Comptroller is then required to distribute 4% of total State sales and use tax revenues to the Transportation Trust Fund. This revenue may not be pledged to the payment of consolidated transportation bonds. Except as provided in the aforementioned paragraph, The Bill shall take effect June 1, 2013.

Please note: Effective with the July return, taxpayers may no longer include or report sales and use taxes using the EFT ACH (Electronic Funds Transfer Automated Clearinghouse) option.

New Alcohol Permits Allowing Sales of Alcohol at the 9% Rate: A number of new alcohol permits were created by legislation in the 2013 session. Sales of alcohol under these new permits are subject to the 9% sales and use tax rate. Please see the General Assembly’s website for more information: <http://mgaleg.maryland.gov>.



COMPTROLLER
of MARYLAND
Serving the People

MARYLAND SALES AND USE TAX FACTS

A newsletter for sales and use tax licensees

July 2013 – June 2014

Comptroller Peter Franchot

911 FEE SURCHARGE

Beginning July 1, 2013, sellers of prepaid wireless telecommunications services are required to report and remit to the Comptroller all Prepaid Wireless E 9-1-1 Fees collected by the seller for retail transactions of prepaid wireless telecommunications. "Prepaid wireless telecommunications" services means a commercial mobile radio service that: 1) allows a consumer to dial or access 9-1-1; 2) must be paid in advance; and 3) is sold in predetermined units that decline with use in a known amount. The Prepaid Wireless E 9-1-1 Fee is collected by the seller from the consumer for each retail transaction in Maryland. A retail transaction occurs in Maryland if: 1) the sale or recharge takes place at the seller's place of business located in Maryland; 2) the consumer's shipping address is in Maryland; or 3) no item is shipped, but the consumer's billing address or the location associated with the consumer's mobile telephone is in Maryland. The Prepaid Wireless E 9-1-1 Fee is 60 cents per retail transaction. The Prepaid Wireless E 9-1-1 Fee is not subject to Maryland sales and use tax.

Sellers of prepaid wireless telecommunications services are required to report and remit to the Comptroller all Prepaid Wireless E 9-1-1 Fees collected by the seller. A seller shall report and remit all Prepaid Wireless E 9-1-1 Fees collected by the seller to the Comptroller in the manner provided for remitting sales and use tax. Please see Form 202, Sales and Use Tax Return to report and remit.

GAS TAX

Beginning July 1, 2013 and July 1 of each subsequent year, the motor fuel tax rate on all fuels except aviation gasoline and turbine fuel shall be increased. On or before June 1 of each year, the Comptroller shall determine and announce: (1) the growth in the Consumer Price Index for all urban consumers as determined by the Comptroller; and (2) the motor fuel tax rates effective for the fiscal year beginning on the following July 1 as determined by the Comptroller. Any increase in the motor fuel tax rates may not be greater than 8% of the motor fuel tax rate effective in the previous year.

This Act provides that the Comptroller shall require any person possessing tax-paid motor fuel for sale at the start of business on the date of an increase in the motor fuel tax to compile and file an inventory of the motor fuel held at the close of business on the immediately preceding date and remit within 30 days any additional motor fuel tax that is due on the motor fuel.

Also, beginning July 1, 2013, a 1% sales and use tax equivalent rate

is imposed on all motor fuel except for aviation and turbine fuel. The Comptroller on certain dates shall determine and announce: (1) the average annual retail price of motor fuel; and (2) the sales and use tax equivalent rate effective on the first day of the following month. The sales and use tax equivalent rate shall be added to the motor fuel tax rate, and collected in the same manner as the motor fuel tax. Except as otherwise expressly provided by law, all references to the motor fuel tax in State law and regulations apply to the sales and use tax equivalent rate. The Comptroller shall require any persons possessing tax-paid motor fuel for sale at the start of business on the date of an increase in the sales and use tax equivalent rate to compile and file an inventory of the motor fuel held at the close of business on the immediately preceding date and remit within 30 days any additional tax that is due on the motor fuel. Please see Form 779 on the Comptroller's website, www.marylandtaxes.com to report and remit the additional tax due.

TAX-FREE PERIODS

The 2007 Special Session of the Maryland General Assembly enacted legislation providing for two tax-free periods beginning each year. Listed below is information pertaining to each tax-free period.

Shop Maryland- Tax-Free Week on Clothing and Footwear, Excluding Accessory Items

Beginning in calendar year 2010 and each year thereafter, there will be a one week tax-free period for back-to-school shopping in Maryland during August in which the sales and use tax does not apply to the sale of any items of clothing or footwear, excluding accessory items, if the taxable price of the item of clothing or footwear is \$100 or less. The 2013 tax free period will occur the week of August 11-17. Accessory items, which are not exempt from the sales and use tax during the tax-free week include jewelry, watches, watchbands, handbags, handkerchiefs, umbrellas, scarves, ties, headbands, and belt buckles.

Shop Maryland Energy- Tax-Free Weekend on Energy Star Products

Beginning in calendar year 2011 and each year thereafter, there will be a tax-free three-day weekend during February in which the sales and use tax will not apply to the sale of any Energy Star Product listed below. The 2014 tax free weekend will occur the weekend of February 15-17. Energy Star Product means an air conditioner, clothes washer or dryer, furnace, heat pump, standard size refrigerator, compact fluorescent light bulb, dehumidifier, programmable thermostat or boiler that has been designated

as meeting or exceeding the applicable Energy Star efficiency requirements developed by the U.S. Environmental Protection Agency and the U.S. Department of Energy. Please note that under Energy Star requirements, no dryer has an Energy Star rating and therefore dryers do not currently qualify for this tax-free period.

FREE ASSISTANCE

Web site: www.marylandtaxes.com

- File business taxes electronically, using bFile.
- Pay existing income and business tax liabilities online, using BillPay.
- Register business tax accounts online.
- Verify sales tax exemption certificates online.
- Use other online services.

Taxpayer Service: Call 410-260-7980 from Central Maryland or 1-800-638-2937 from elsewhere.

Central Registration Unit: For help in completing the Combined Registration Application, call 410-260-7980 from Central Maryland or 1-800-638-2937 from elsewhere.

You can also fax your completed application to 410-260-7908 or complete and file the application online at www.marylandtaxes.com.

Refund Unit, Compliance Division: For information about sales and use tax, admissions and amusement tax and tire fee refunds, call 410-767-1538.

License Bureau, Investigative Services Unit: To determine if special licenses are required, call 410-260-6240.

No Tax Due? If you have no tax due for the filing period, you may **tefile** your business tax return at 410-260-7225. You can also file your business tax return electronically, using **bFile**.

FREE PUBLICATIONS

Listed below are just some of the many business tax tips available online at www.marylandtaxes.com.

You can also request them by telephone by calling Taxpayer Service at 410-260-7980 from Central Maryland or 1-800-638-2937 from elsewhere:

- # 1 - Preparing your sales and use tax return
- # 2 - What sales records do I need to keep?
- # 3 - Sales and use tax on out-of-state purchases
- # 4 - If you make purchases for resale
- # 5 - How are sales of food taxed in Maryland?
- # 6 - Retail sales involving exemption certificates
- # 7 - Are repairs to personal property taxable?
- # 8 - Computing Maryland's sales and use tax
- # 9 - Sales and use tax exemptions for production activities.

IMPORTANT ACH NOTICE - EFT ACH NOT AVAILABLE FOR SALES AND USE TAX FILINGS AFTER JULY

Effective with the July return, taxpayers may **no longer** include or report sales and use taxes using the EFT ACH (Electronic Funds Transfer Automated Clearinghouse) option.

Fill in the form using blue or black ink.

PERIOD Write the 2 digit month and 2 digit year (mmyy) in the appropriate fields for the filing period month end.

NAME AND ADDRESS INFORMATION If the name and address information has not been pre-filled on the Form 202, please type or print legibly the information in the Name and Address area of the form. Under this information, please enter the CR Number and due date of the return that you are filing. If you are using a pre-printed form and any of the information is incorrect, please obtain a Change of Name or Address Form and follow the instructions below.

NAME OR ADDRESS HAS CHANGED Check the box if the name or address has changed. Do not make any other marks on returns to indicate a change of address. Complete and attach to your return a Change of Name or Address Form available at www.marylandtaxes.com or by calling 410-260-7951. You can include the completed Change of Name or Address Form with your return or mail it to: Revenue Administration Division, Central Registration Unit, 110 Carroll Street, Annapolis, MD 21411-0001.

FINAL RETURN If this is a final return, check the appropriate box. Complete and attach to your return Form 202FR Sales and Use Tax Final Return available at www.marylandtaxes.com or by calling 410-260-7951.

Line 1 Gross sales Enter the total amount of all your taxable and non-taxable sales and rentals of tangible personal property and of your taxable services. Do not include any tax collected in this figure.

Line 2 Sales subject to 6% rate
In box 2a Enter the amount of sales that are subject to tax at the 6% rate

Note If the gross sales on Line 1 include sales of modular homes or gross receipts from vending machine sales; or if you are a marina which sells dyed diesel fuel; or if you are a hotel: please see the applicable sales tax information at www.marylandtaxes.com to determine the appropriate percentage of sales to use in computing the 6% tax.

In box 2 Enter the actual amount of the sales and use tax you collected or should have collected on sales subject to the 6% tax rate, less any tax which you properly refunded to your customers for cancelled sales.

Line 3 Car and motorcycle rentals subject to 11.5% rate

In box 3a Enter the amount of short-term car and motorcycle rentals subject to tax at the 11.5% rate.

In box 3 Enter the actual amount of tax you collected or should have collected on your car and motorcycle rental receipts, less any tax which you properly refunded to your customers for cancelled sales.

Line 4 Truck rentals subject to 8% rate

In box 4a Enter the amount of short-term truck rentals subject to tax at the 8% tax rate.

In box 4 Enter the actual amount of tax you collected or should have collected on your truck rental receipts, less any taxes you properly refunded to your customers for cancelled sales.

Line 5 Tax Due on Short-Term Rentals Enter the sum of the tax shown in boxes 3 and 4.

Line 6 Sales of alcoholic beverages subject to 9% rate

In box 6a Enter the amount of sales of alcoholic beverages that are subject to tax at the 9% rate.

In box 6 Enter the actual amount of tax you collected or should have collected on the sales of alcoholic beverages, less any taxes you properly refunded to your customers for cancelled sales.

Line 7 Add Lines 2, 5 and 6 and enter the total on this line

Line 8 Timely discount If Line 7 is \$6,000 or less, multiply that amount by .012. If Line 7 is greater than \$6,000, multiply that amount by .009 and add \$18.00. The discount may not exceed \$500 for each return. A vendor who files or is eligible to file a consolidated return is allowed a maximum discount not to exceed \$500 for all returns. A discount cannot be taken if the return is filed and paid after the due date.

Line 9 Subtract Line 8 from Line 7 and enter the difference on this line

Line 10 Purchases subject to 6% rate

In box 10a Enter the amount of purchases, rentals, or use of personal property, subject to the 6% rate.

In box 10 Enter the amount of tax due on your purchases, rentals, or use of personal property, taxable to you at the 6% rate upon which the proper amount of Maryland tax has not been paid, including your purchases of merchandise for resale which you have converted to your own use.

Line 11 Purchases of alcoholic beverages subject to 9% rate

In box 11a Enter the amount of purchases of alcoholic beverages subject to the 9% rate.

In box 11 Enter the amount of tax due on your purchases of alcoholic beverages taxable to you at the 9% rate upon which the proper amount of Maryland tax has not been paid, including your purchases of alcoholic beverages for resale which you have converted to your own use.

Line 12 Total taxes due Add the amounts shown on Lines 9, 10 and 11 and enter the total on this line. **If the total is zero, do not mail this return. File by calling 410-260-7225 or file electronically.**

Line 13 Refund due If you are entitled to a refund of previously paid taxes of \$1,000 or less you may claim it on this line. If the refund exceeds \$1,000, you must pay the full amount due on Line 12 with this return and file a separate refund application, Form 205, available at www.marylandtaxes.com. You may not claim an amount greater than the amount on Line 12; you may claim the excess amount on Line 13 of your next return or file a Form 205, Sales and Use Tax Refund Application.

Line 14 Subtract Line 13 from Line 12 and enter the difference on this line

Line 15 If late

In box 15a If this return with payment for taxes due is not filed by its due date, you must include a penalty of 10% of the tax due on Line 12 plus interest.

In box 15b Interest is payable at a rate of 1.08% per month or fraction of a month of the amount on Line 12.

In box 15 Add lines 15a and 15b and enter the total on line 15.

Line 16 Sales and Use Tax balance due Add the amounts shown on Lines 14 and 15 and enter the total on this line.

Line 17 Prepaid Wireless E 9-1-1 Fee - NEW

Effective July 1, 2013, sellers of prepaid wireless telecommunications services are required to report and remit to the Comptroller all Prepaid Wireless E 9-1-1 Fees collected by the seller. For more information on the Prepaid Wireless E 9-1-1 Fee go to **www.marylandtaxes.com**.

In box 17a Multiply each Prepaid Wireless E 9-1-1 retail transaction by .60 and enter the amount in this box.

In box 17b Enter the amount of the discount as follows:

For fees collected before December 28, 2013 the seller may deduct 50% of the Prepaid Wireless E 9-1-1 fee. Multiply the amount from box 17a by .50 and enter the amount in box 17b.

For fees collected on or after December 28, 2013 the seller may deduct 3% of the Prepaid Wireless E 9-1-1 fee. Multiply the amount from box 17a by .03 and enter the amount in box 17b.

In box 17c Subtract the amount on Line 17b from Line 17a and enter the amount in this box.

Line 18 Total balance due Add the amounts shown on Lines 16 and 17c and enter the total on this line.

Line 19 Amount enclosed Enter the amount of check or money order enclosed. Make check or money order payable to Comptroller of Maryland – SUT.

Make checks payable and mail to:

**Comptroller of Maryland - SUT
Revenue Administration Division
PO Box 17405
Baltimore, Maryland 21297-1405**

Write CR (central registration) number on check using blue or black ink.

Pre-addressed return labels are provided at the back of this packet for your convenience.

Line 1 Gross sales Enter the total amount of all your taxable and non-taxable sales and rentals of tangible personal property and of your taxable services. Do not include any tax collected in this figure.

Line 2 Sales subject to 6% rate

In box 2a Enter the amount of sales that are subject to tax at the 6% rate

Note If the gross sales on Line 1 include sales of modular homes or gross receipts from vending machine sales; or if you are a marina which sells dyed diesel fuel; or if you are a hotel: please see the applicable sales tax information at www.marylandtaxes.com to determine the appropriate percentage of sales to use in computing the 6% tax.

In box 2 Enter the actual amount of the sales and use tax you collected or should have collected on sales subject to the 6% tax rate, less any tax which you properly refunded to your customers for cancelled sales.

Line 3 Car and motorcycle rentals subject to 11.5% rate

In box 3a Enter the amount of short-term car and motorcycle rentals subject to tax at the 11.5% rate.

In box 3 Enter the actual amount of tax you collected or should have collected on your car and motorcycle rental receipts, less any tax which you properly refunded to your customers for cancelled sales.

Line 4 Truck rentals subject to 8% rate

In box 4a Enter the amount of short-term truck rentals subject to tax at the 8% tax rate.

In box 4 Enter the actual amount of tax you collected or should have collected on your truck rental receipts, less any taxes you properly refunded to your customers for cancelled sales.

Line 5 Tax Due on Short-Term Rentals Enter the sum of the tax shown in boxes 3 and 4.

Line 6 Sales of alcoholic beverages subject to 9% rate

In box 6a Enter the amount of sales of alcoholic beverages that are subject to tax at the 9% rate.

In box 6 Enter the actual amount of tax you collected or should have collected on the sales of alcoholic beverages, less any taxes you properly refunded to your customers for cancelled sales.

Line 7 Add Lines 2, 5 and 6 and enter the total on this line

Line 8 Timely discount If Line 7 is \$6,000 or less, multiply that amount by .012. If Line 7 is greater than \$6,000, multiply that amount by .009 and add \$18.00. The discount may not exceed \$500 for each return. A vendor who files or is eligible to file a consolidated return is allowed a maximum discount not to exceed \$500 for all returns. A discount cannot be taken if the return is filed and paid after the due date.

Line 9 Subtract Line 8 from Line 7 and enter the difference on this line

Line 10 Purchases subject to 6% rate

In box 10a Enter the amount of purchases, rentals, or use of personal property, subject to the 6% rate.

In box 10 Enter the amount of tax due on your purchases, rentals, or use of personal property, taxable to you at the 6% rate upon which the proper amount of Maryland tax has not been paid, including your purchases of merchandise for resale which you have converted to your own use.

Line 11 Purchases of alcoholic beverages subject to 9% rate

In box 11a Enter the amount of purchases of alcoholic beverages subject to the 9% rate.

In box 11 Enter the amount of tax due on your purchases of alcoholic beverages taxable to you at the 9% rate upon which the proper amount of Maryland tax has not been paid, including your purchases of alcoholic beverages for resale which you have converted to your own use.

Line 12 Total taxes due Add the amounts shown on Lines 9, 10 and 11 and enter the total on this line. **If the total is zero, do not mail this return. File by calling 410-260-7225 or file electronically.**

Line 13 Refund due If you are entitled to a refund of previously paid taxes of \$1,000 or less you may claim it on this line. If the refund exceeds \$1,000, you must pay the full amount due on Line 12 with this return and file a separate refund application, Form 205, available at www.marylandtaxes.com. You may not claim an amount greater than the amount on Line 12; you may claim the excess amount on Line 13 of your next return or file a Form 205, Sales and Use Tax Refund Application.

Line 14 Subtract Line 13 from Line 12 and enter the difference on this line

Line 15 If late

In box 15a If this return with payment for taxes due is not filed by its due date, you must include a penalty of 10% of the tax due on Line 12 plus interest.

In box 15b Interest is payable at a rate of 1.08% per month or fraction of a month of the amount on Line 12.

In box 15 Add lines 15a and 15b and enter the total on line 15.

Line 16 Sales and Use Tax balance due Add the amounts shown on Lines 14 and 15 and enter the total on this line.

Line 17 Prepaid Wireless E 9-1-1 Fee - NEW

Effective July 1, 2013, sellers of prepaid wireless telecommunications services are required to report and remit to the Comptroller all Prepaid Wireless E 9-1-1 Fees collected by the seller. For more information on the Prepaid Wireless E 9-1-1 Fee go to www.marylandtaxes.com.

In box 17a Multiply each Prepaid Wireless E 9-1-1 retail transaction by .60 and enter the amount in this box.

In box 17b Enter the amount of the discount as follows:

For fees collected before December 28, 2013 the seller may deduct 50% of the Prepaid Wireless E 9-1-1 fee. Multiply the amount from box 17a by .50 and enter the amount in box 17b.

For fees collected on or after December 28, 2013 the seller may deduct 3% of the Prepaid Wireless E 9-1-1 fee. Multiply the amount from box 17a by .03 and enter the amount in box 17b.

In box 17c Subtract the amount on Line 17b from Line 17a and enter the amount in this box.

Line 18 Total balance due Add the amounts shown on Lines 16 and 17c and enter the total on this line.

Line 19 Amount enclosed Enter the amount of check or money order enclosed. Make check or money order payable to Comptroller of Maryland - SUT.

Make checks payable and mail to:

**Comptroller of Maryland - SUT
 Revenue Administration Division
 PO Box 17405
 Baltimore, Maryland 21297-1405**

Write CR (central registration) number on check using blue or black ink.

Pre-addressed return labels are provided at the back of this packet for your convenience.

IMPORTANT NOTE: Send this form accompanied with the final sales and use tax return if you have discontinued or sold your business or mail separately if you file electronically.

1. Federal Employer Identification Number:

2. Central Registration Number:

3. Date if Permanently Discontinued:

4. Name:

5. Street Address

City

State

Zip code

6. Purchaser's Name and Address if Sold:

7. Date Sold:

8. Person Completing this Form:

9. Telephone Number:

10. Email Address:

11. Signature of Responsible Official:

INSTRUCTIONS FOR FILING

Send this form accompanied with the final sales and use tax return if you have discontinued or sold your business or mail separately if you file electronically. Keep a copy for your records. Your name, Federal Employer Identification Number, Maryland central registration number and telephone number must be on all documents to assure proper processing and prevent posting errors. Mail to: **Comptroller of Maryland, Revenue Administration Division, 110 Carroll Street, Annapolis, MD 21411-0001.**

FORM 109-B

MARYLAND CHANGE OF ADDRESS FOR BUSINESSES

FINAL DRAFT A 05.06.13

Business name	Federal identification number
Trade name (If different than above)	Central registration number

OLD ADDRESS

Street Address		APT, STE, RM (if applicable)
Mailing Address (If different than above or P.O. Box if Post Office does not deliver to your Street Address)		
City or Town	State	ZIP code
Telephone number	Fax number	Email address

NEW ADDRESS

Street Address		APT, STE, RM (if applicable)
Mailing Address (If different than above or P.O. Box if Post Office does not deliver to your Street Address)		
City or Town	State	ZIP code
Telephone number	Fax number	Email address

Please update my address information per the information above. I certify that the foregoing information is true, correct and accurate to the best of my knowledge.

Print name

Title (Owner, Partner or Officer)

Signature

Date

**FORM
109-B**

**MARYLAND CHANGE OF ADDRESS
FOR BUSINESSES INSTRUCTIONS**

FINAL DRAFT A 05.06.13

General Information

You can use Form 109-B to notify the Comptroller of Maryland that you have changed your business mailing address. If you have changed both your home and business mailing addresses, please submit Form 109-B along with Form 109-I.

Filling out Form 109-B

- Please print using blue or black ink.
- Enter OLD address information in the first section; enter NEW address in the second section.
- Be sure to include any apartment, room, or suite number information using the common designators as shown below.

Common Designators

The most common unit designators are:

Apartment	APT
Building	BLDG
Floor	FL
Suite	STE
Unit	UNIT
Room	RM
Department	DEPT

- Only enter P.O. Box information if your post office does not deliver mail to your street address.
- Do not use “#” signs or other special characters, except the dash in the “ZIP code” field when a 9-digit ZIP is used.
- Please remember to sign and date the form prior to submission.

For more information

Visit our Web site at www.marylandtaxes.com or call Taxpayer Service at 410-260-7980 in Central Maryland or 1-800-638-2937 from elsewhere. For the hearing impaired: Maryland Relay Service 711.

Mail to:

**COMPTROLLER OF MARYLAND
REVENUE ADMINISTRATION DIVISION
TAXPAYER IDENTIFICATION
110 CARROLL STREET
ANNAPOLIS MD 21411-0001**

Comptroller of Maryland - SUT
Revenue Administration Division
PO Box 17405
Baltimore, Maryland 21297-1405

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MAINTENANCE OF RECORDS

You must maintain accurate records of every sale and purchase you make, including all sales and use tax actually collected and/or paid. Your records must substantiate all of the figures on your return. Your records must include all of your original invoices, bills of lading, cash register tapes, purchase orders, sales slips and other source documents, as well as any evidence of taxability, (e.g. Maryland resale certificates or exemption numbers, mailing or shipping documentation for out of state deliveries or other purchaser's certificates). All records of taxable sales must show tax charged as a separately stated item.

All of your records must be maintained for a period of four years unless you receive a written consent to dispose of them earlier. They must be made available during normal business hours to any representative of the Comptroller of Maryland who presents proper photo identification.

LOST OR DAMAGED FORMS

If you lose or damage any return, contact the Taxpayer Service Section at 410-260-7980, toll free 1-800-638-2937 in Maryland for a replacement return(s). Do NOT use a return for another period in place of a lost or damaged form. File FREE electronically using bFile at www.marylandtaxes.com. When you file electronically a paper form is NOT REQUIRED.

ELECTRONIC FILING OPTIONS

You may file your return and pay your sales tax using the following three electronic methods:

- **bFile** - File online for free using **bFile** at www.marylandtaxes.com. If you have no taxes due you can telefile your return by calling 410-260-7225.
- **EFT** - Pay by electronic funds transfer using direct debit or credit methods. To register, call 410-260-7601.
- **Credit Card** - Pay by credit card online at www.officialpayments.com or call Official Payments Corporation at 1-800-2PAYTAX. Official Payments Corporation charges a fee for each transaction. The State of Maryland does not receive this fee.

NOTE: Do not file a paper return if using any of these options.

SPECIAL ASSISTANCE

Hearing impaired individuals may call Maryland Relay Service at 711.

CALCULATION OF THE TAX ON SALES AT THE 6% RATE

The tax is 1 cent on each sale where the taxable price is 20 cents; 2 cents if the taxable price is at least 21 cents but less than 34 cents; 3 cents if the taxable price is at least 34 cents but less than 51 cents; 4 cents if the taxable price is at least 51 cents but less than 67 cents; 5 cents if the taxable price is at least 67 cents but less than 84 cents; and 6 cents if the taxable price is at least 84 cents.

On each sale where the taxable price exceeds \$1.00, 6 cents on each exact dollar, plus 1 cent if the excess over an exact dollar is at least 1 cent but less than 17 cents; 2 cents if the excess over an exact dollar is at least 17 cents but less than 34 cents; 3 cents if the excess over an exact dollar is at least 34 cents but less than 51 cents; 4 cents if the excess over an exact dollar is at least 51 cents but less than 67 cents; 5 cents if the excess over an exact dollar is at least 67 cents but less than 84 cents; and 6 cents if the excess over an exact dollar is at least 84 cents.

CALCULATION OF THE TAX ON VEHICLE RENTALS

Car and motorcycle rentals The tax for a car and motorcycle rental at a taxable price of \$2 or more is 23 cents for each exact multiple of \$2; and for that part of \$2 in excess of an exact multiple of \$2, 1 cent if the excess over an exact multiple of \$2 is at least 1 cent but less than 9 cents; 2 cents if the excess over an exact multiple of \$2 is at least 9 cents but less than 18 cents; 3 cents if the excess over an exact multiple of \$2 is at least 18 cents but less than 27 cents; 4 cents if the excess over an exact multiple of \$2 is at least 27 cents but less than 35 cents; 5 cents if the excess over an exact multiple of \$2 is at least 35 cents but less than 44 cents; 6 cents if the excess over an exact multiple of \$2 is at least 44 cents but less than 53 cents; 7 cents if the excess over an exact multiple of \$2 is at least 53 cents but less than 61 cents; 8 cents if the excess over an exact multiple of \$2 is at least 61 cents but less than 70

cents; 9 cents if the excess over an exact multiple of \$2 is at least 70 cents but less than 79 cents; 10 cents if the excess over an exact multiple of \$2 is at least 79 cents but less than 87 cents; 11 cents if the excess over an exact multiple of \$2 is at least 87 cents but less than 96 cents; 12 cents if the excess over an exact multiple of \$2 is at least 96 cents but less than \$ 1.05; 13 cents if the excess over an exact multiple of \$2 is at least \$ 1.05 but less than \$ 1.14; 14 cents if the excess over an exact multiple of \$2 is at least \$ 1.14 but less than \$ 1.22; 15 cents if the excess over an exact multiple of \$2 is at least \$ 1.22 but less than \$ 1.31; 16 cents if the excess over an exact multiple of \$2 is at least \$ 1.31 but less than \$ 1.40; 17 cents if the excess over an exact multiple of \$2 is at least \$ 1.40 but less than \$ 1.48; 18 cents if the excess over an exact multiple of \$2 is at least \$ 1.48 but less than \$ 1.57; 19 cents if the excess over an exact multiple of \$2 is at least \$ 1.57 but less than \$ 1.66; 20 cents if the excess over an exact multiple of \$2 is at least \$ 1.66 but less than \$ 1.74; 21 cents if the excess over an exact multiple of \$2 is at least \$ 1.74 but less than \$ 1.83; 22 cents if the excess over an exact multiple of \$2 is at least \$ 1.83 but less than \$ 1.92; and 23 cents if the excess over an exact multiple of \$2 is at least \$ 1.92 but less than \$2.00.

Truck rentals The tax for a truck rental is 8 cents for each exact dollar; and 2 cents for each 25 cents or part of 25 cents in excess of an exact dollar.

CALCULATION OF THE TAX ON ALCOHOLIC BEVERAGES

The tax for the sale of alcoholic beverages is 9% of the charge for the alcoholic beverage.

PAYMENTS

Make checks or money orders payable to: Comptroller of Maryland - SUT. Write your CR (central registration) number on the check or money order. Please remove any stubs from your checks before mailing.

Mail completed return, together with payments for taxes due, to the following address:

**Comptroller of Maryland
 Revenue Administration Division
 PO Box 17405
 Baltimore, Maryland 21297-1405**

Taxpayers making payments of \$10,000 or more must file and pay electronically, but all taxpayers are encouraged to do so. You can file electronically for FREE using bFile at www.marylandtaxes.com. When you file electronically, you can schedule your payment up to the due date.

EXECUTIVE ORDER ON PRIVACY AND STATE DATA SYSTEM SECURITY NOTICE

The information requested on the sales and use tax returns is intended to allow the Comptroller to compute and collect the proper amount of sales and use tax.

If you fail to file a return on time or fail to pay the proper amount of sales and use tax, you are subject to late charges. In addition, if you willfully fail to file a required return, file a false return, make a false statement or misleading omission or fail to collect or pay the sales and use tax, you are subject to criminal sanctions.

If you are a sole proprietor, partner, or officer in a corporation, you have the right to inspect any tax records for which you are responsible, and you may ask the tax authorities to correct any inaccurate or incomplete information on those records.

The information provided on sales and use tax returns is not available for public inspection except in accordance with a proper judicial or a legislative order. This information may, however, be shared with the United States Treasury Department and other governmental entities as provided by statute.

AMENDED RETURNS

If you need to change a Sales and Use Tax Return that you have already filed, DO NOT USE THIS FORM. Instructions are available online at www.marylandtaxes.com. For questions about changes to your return, you may email taxhelp@comp.state.md.us or call 410-260-7980 in Central Maryland or 1-800-MD-TAXES (800-638-2937) from elsewhere.

Comptroller of Maryland
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110 Carroll Street
Annapolis, Maryland 21411-0001

FINAL DRAFT A 05.06.13

PRSR
FIRST-CLASS MAIL
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PERMIT NO. 2218

FILE BUSINESS TAXES ELECTRONICALLY - WE'RE SAVING PAPER!

We are no longer automatically sending you Sales and Use Tax returns. You may file your Sales and Use and Employer Withholding tax returns electronically using our free **bFile** service on our Web site **www.marylandtaxes.com**. **bFile** is a free, safe and easy way to file and pay your Maryland business taxes.

If you need to continue receiving paper returns for either Sales and Use Tax or Employer Withholding Tax, send us your request by secure e-mail. Be sure to include the following information in your e-mail message: legal name, trade name, business address and Central Registration Number.



Sales and Use Tax - E-mail your request for paper sales and use tax returns to **IwantmySUTreturns@comp.state.md.us**



Withholding Tax - E-mail your request for paper withholding returns to **IwantmyWHcoupons@comp.state.md.us** or send a request to receive paper returns with your tax payment.