

Department ID # _____

2022
Form 1
Annual Report

SECTION III – ALL BUSINESS ENTITIES COMPLETE

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

If you answered **yes**, but your entity* is exempt, or has been granted an exemption from business personal property assessment by the Department. **DO NOT** complete the Personal Property Tax Return.

For religious groups, charitable or educational organizations, the form SD-1 is optional.

Yes No

B. Does the business require or maintain a trader's (retail sales) or other license with a local unit of government?

"If you are unsure of whether this applies to you, please contact your county's Clerk of the Court at <https://www.courts.state.md.us/pia/clerks>. Maryland Annotated Code, Business Regulation Article §17- 1808 allows counties and municipalities to adopt a Uniform Trader's License Fee."

Yes No

Yes No

C. Did the business have gross sales in Maryland?

If yes, \$ _____ total or amount of business transacted in MD.

D. Did the entity dispose, sell, or transfer ALL of its business personal property prior to January 1?

If you answered yes, please complete form SD-1. Do not complete the Personal Property Tax Return.

Yes No

If you answer **"Yes"** to questions A or B in Section III, and are not exempt as described in question A, please complete the Business Personal Property Tax Return, (Form 1 Sections V through VII) and return it, along with this Annual Report to the Department. The Personal Property Tax Return and important instructions can be found online at <https://dat.maryland.gov/Pages/sdatforms.aspx#BPP>

If you answer **"No"** to the questions A and B in Section III, above you **DO NOT** need to complete the Personal Property Tax Return. Please complete Section IV below, **sign** and return this Annual Report to the Department:

Department of Assessments and Taxation, Business Services Unit
P.O. Box 17052, Baltimore, Maryland 21297-1052

Questions? Contact Charter at 410-767-1340 • 888-246-5941 within Maryland • Email: sdat.charterhelp@maryland.gov

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. 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!

SECTION VI - 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 VI (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).

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
2021								
2020								
2019								
2018								
2017								
2016								
2015								
2014 & 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 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
2021				2017			
2020				2016			
2019				2015			
2018				2014 & prior			

Describe Property in C & D above: _____	Total Cost \$
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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
2021		2019	
2020		2018 & prior	

Total Cost
\$

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.

Total Cost \$

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.

Total Cost \$

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>**

Total Cost \$

SECTION VII - 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:

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**

X Preparer's Signature/Date Phone Number & Email Address

Name and Address of Preparer

Mail the completed return to:
 DEPARTMENT OF ASSESSMENTS AND TAXATION
 Business Services Unit
 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

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