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## **Guidelines for Registering a Sole Proprietorship/General Partnership at a Local Office**

### **To Receive Same Day Service:**

- A. The customer should complete the [Sole Proprietorship/General Partnership application](#), found at [https://dat.maryland.gov/SDAT%20Forms/pp\\_Form\\_20.pdf](https://dat.maryland.gov/SDAT%20Forms/pp_Form_20.pdf) and scan and email it to [sdatt.incompletefiling@maryland.gov](mailto:sdatt.incompletefiling@maryland.gov).
- B. Call SDAT's Business Personal Property Division at 410-767-1170 and ask for one of the following individuals: Tamara Kulick, Kara Harris, or a member of the Business Personal Property Audit Team.
  - 1.) Notify one of the above that an application was emailed. They will review and approve or reject the application accordingly.
  - 2.) If approved, an emailed response will be sent with the new Department ID#.
  - 3.) If denied, an emailed response will be sent with an explanation of how/what to correct before resubmitting.

### **To Receive Standard Online Processing:**

- A. Any customer may submit an application through the Maryland Business Express Portal (MBE) at <https://maryland.gov/businessexpress>, and may use a terminal located at the local assessment office to do so.
- B. If approved, an account number will be generated within 1-3 business days. \*\*
- C. If denied, an emailed response will be sent with instructions on how/what to correct before re-submitting.

**\*\* The MBE portal sends an email (to the email address provided by the taxpayer in their MBE account profile) upon approval of the application, along with instructions to do a Business Data Search on [dat.maryland.gov](https://dat.maryland.gov) to obtain the assigned Department ID for the business.**

### **To Reserve a Trade Name:**

- A. The Trade Name application can be filed online via the Maryland Business Express portal <https://maryland.gov/businessexpress>.

**Note:** The Department advises that before submitting any applications, the customer should check to make sure the name is available at <https://egov.maryland.gov/businessexpress/entitysearch>.

*Last revised 10/21/2019.*

Maryland Department of Assessments and Taxation  
**Business Personal Property Division**  
**APPLICATION FOR IDENTIFICATION NUMBER**  
**SOLE PROPRIETORSHIP OR GENERAL PARTNERSHIP**

This form is to be completed by unincorporated businesses that do not have an identification ("L") number, including rental condo owners, and should be submitted to the Department of Assessments and Taxation, 301 W. Preston Street, Baltimore, Maryland 21201.

The information furnished below will be used to determine whether the business needs an identification number with this Department for personal property assessment purposes. If you have any questions, please call (410) 767-1170 or toll free in Maryland 1-888-246-5941.

Name(s) of owner(s): \_\_\_\_\_

Federal ID Number. If none, Social Security Number of owner(s): \_\_\_\_\_

Federal Principal Business Code Number: \_\_\_\_\_

\*Trading as name: \_\_\_\_\_

\* Trade Name must be registered. See Trade Name application and registration under Forms and Applications, on the website <https://dat.maryland.gov>

Mailing address: \_\_\_\_\_

Business location: \_\_\_\_\_  
(Street Number & Name, Town and County [or Baltimore city])

Nature of business: \_\_\_\_\_

Is the business currently active? \_\_\_\_\_ When was the business started? \_\_\_\_\_

Was the business started new? \_\_\_\_\_

If no, list the name and address of the previous owner: \_\_\_\_\_

Was the previous owner incorporated? \_\_\_\_\_

If yes, provide Department ID number if known: \_\_\_\_\_

Does the business need a trader's, construction, or other license? \_\_\_\_\_

Does the business currently own/lease or use personal property (furniture, fixtures, equipment, tools, machinery, etc.)? \_\_\_\_\_

If yes, what is the approximate value of the personal property owned/leased/used by the business? \_\_\_\_\_

If no, do you anticipate owning/leasing/using personal property in the future? \_\_\_\_\_

Owner Signature & Date: \_\_\_\_\_

Owner Signature & Date: \_\_\_\_\_

Business' Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_