

MARYLAND 2023

FORM 511 - ELECTING PASS-THROUGH ENTITY INCOME TAX RETURN INSTRUCTIONS

For filing calendar year or any other tax year or period beginning in 2023



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Maryland Electing Pass-Through Entity Taxpayers

This booklet contains the instructions for a pass-through entity (PTE) that has elected to pay tax at the entity level on all members' distributive or pro-rata shares of income (Electing PTE) to file a 2023 Maryland tax return. Read the instructions carefully.

Use **blue or black** ink when completing your forms and checks.

To avoid delays in the processing of your return: do not use pencil or ink in any other color; do not print returns on colored paper; do not write on, staple or punch holes in the barcode.

Form 511 and its related forms are to be used by partnerships, S corporations, limited liability companies and business trusts that elect to pay tax on members' distributive or pro-rata shares of income at the entity level.

A business trust shall be classified as a corporation, a partnership, a trust or otherwise, as determined under the United States Internal Revenue Code.

New for 2023

Election to Pay Tax on All Members' Shares at the Entity Level or to Pay Mandatory Tax Only on Behalf of Nonresident Members: An entity may file Form 511 as its year-end return only if it is the entity's first filing on the tax year or the entity elected to pay tax at the entity level with respect to all members' shares on its first filing of the tax year (Form 510/511D or Form 510/511E). An entity that did not make such an election on its first filing of the tax year must file Form 510 as its year-end return. An entity will not be permitted to file an amended return using Form 511 if the entity filed Form 510 as the year-end return and it is the entity's first filing of the tax year.

Changes to Form 511: No substantive changes have been made to Form 511.

Legislative Updates: The General Assembly enacted laws establishing one new credit and making changes to existing income tax modifications and credits. See the Maryland Income Tax Form Instructions for Corporations and Form 500CR for additional information.

Form 500CR

Maryland Form 500CR is used to claim the following business tax credits against corporate and individual income tax.

- Automated External Defibrillator Tax Credit for Restaurants
- Biotechnology Investment Incentive Tax Credit**
- Businesses That Create New Jobs Tax Credit
- Catalytic Revitalization Projects and Historic Revitalization Tax Credit**
- Community Investment Tax Credit**
- Commuter Tax Credit**
- Cybersecurity and Innovation Incentive Tax Credits**
- Electing Pass-Through Entity Member Credit
- Employer-Provided Long-Term Care Insurance Tax Credit

- Endow Maryland Tax Credit**
- Endowments of Maryland Historically Black Colleges and Universities Tax Credit**
- Energy Storage Systems Tax Credit**
- Enterprise Zone Tax Credit**
- Federal Security Clearance Cost Tax Credit**
- Film Production Activity Tax Credit**
- Heritage Structure Rehabilitation Tax Credit from Form 502S
- Job Creation Tax Credit**
- Maryland Disability Employment Tax Credit**
- More Jobs for Marylanders Tax Credit**
- One Maryland Economic Development Tax Credit**
- Preservation and Conservation Easements Tax Credit**
- Qualified Farms Tax Credit**
- Research and Development Tax Credits**
- Small Business Relief Tax Credit **
- Theatrical Production Tax Credit**
- Work Opportunity Tax Credit

** Required Certification must be included with Form 500CR

Electronic Format In accordance with SB 36 of the Acts of 2017 of the Maryland General Assembly, the Comptroller of Maryland may grant a taxpayer a waiver of the requirement to file for certain tax credit(s) by electronic means. **Form 500CRW, Request for a Waiver, must be submitted with the Form 500CR** that establishes a reasonable cause for not filing by electronic means or that there is no feasible means of filing electronically creating an undue hardship.

REMINDER

• The Maryland Form 511

An Electing PTE Income Tax Return must be filed electronically if the pass-through entity has generated a business tax credit from Form 500CR or a Heritage Structure Rehabilitation Tax Credit from Form 502S to pass on to its members.

Forms and help

For online business registration, tax forms, instructions, publications, and Maryland Tax Regulations, visit **marylandtaxes.gov**

E-mail your tax questions to **taxhelp@marylandtaxes.gov**.

For assistance, call: 410-260-7980 in Central Maryland or 1-800-MDTAXES (638-2937) from elsewhere

Filing electronically

The State of Maryland participates in the Federal/State Modernized e-File program to file Maryland Corporation and Pass-Through Entity returns electronically. For the list of Software Vendors approved for e-filing Maryland returns or

GENERAL INSTRUCTIONS**FILING FORM 511**

The Maryland Form **511** must be filed electronically if the pass-through entity has generated a business tax credit from Form 500CR or a Heritage Structure Rehabilitation Tax Credit from Form 502S to pass on to its members.

You must file Form 511 if you checked the box electing to be taxed at the entity level on Form 510/511D, Pass-Through Entity Declaration of Estimated Income Tax, and/or Form 510/511E, Application for Extension to File Pass-Through Entity Income Tax Return. If you did not check the box on Form 510/511D or Form 510/511E, you did not make the election, and you must file Form 510.

If you did not file Form 510/511D or Form 510/511E, filing Form 511 is an irrevocable election to be taxed at the entity level for tax year 2023. You may not change this election on an amended return.

Purpose of Form Form 511 is used by an Electing PTE to file an income tax return for a specific tax year or period and to remit Electing PTE tax paid on all members' distributive or pro rata shares of income. The term "pass-through entity" includes partnerships as defined in Internal Revenue Code (IRC) Section 761, S corporations as defined in IRC Sections 1361 and 1362, limited liability companies (LLC) as defined in Maryland Corporations and Associations Article, Section 4A-101 and business trusts as defined in Maryland Corporations and Associations Article, Section 12-101.

A **LLC** is treated as a partnership for Maryland income tax purposes, unless it is treated as a corporation at the federal level.

A **business trust** shall be classified as a corporation, a partnership, a trust or otherwise, as shall be determined at the federal level.

Unincorporated pass-through entities should follow the rules for partnerships throughout these instructions. **Incorporated** pass-through entities should follow the rules for S corporations.

The term **member** is used in these instructions to include partners of partnerships, shareholders of S corporations, members of LLCs, and beneficiaries of business trusts.

1 WHO MUST FILE?

Entities Required to File Every Maryland PTE must file a return, even if it has no income or the entity is inactive. Electing PTEs must file Form 511. Every other PTE that is subject to Maryland income tax law must file Form 510. A PTE that has credits in Maryland and a PTE that is a member of a PTE that is required to file in Maryland must file Form 511 if it is an Electing PTE, or Form 510 if it is not an Electing PTE.

Entities Not Required To File

A multistate PTE that operates in Maryland but is not subject to the Maryland income tax law is not required to file, although a return reflecting no income allocable to Maryland may be filed for record purposes. Letters in lieu of filing will not be accepted.

Qualified Sub-S Subsidiaries are treated as divisions under the IRC and are not considered as separate entities for Maryland purposes. These divisions will be included on the parent company's annual Maryland return.

Maryland will follow the Internal Revenue Service (IRS) rules for certain partnerships that do not actively conduct a business that have elected not to be treated as partnerships. Maryland also will follow the IRS rules for a single member LLC that is disregarded as a separate entity and the income (loss) will be included on the member(s) annual Maryland returns.

2 WHEN AND WHERE TO FILE?

File Form 511 by the 15th day of the 4th month following the close of the tax year or period, or as otherwise instructed by the Comptroller.

Generally, a claim for a refund or overpayment credit must be filed within three years from the date the original return was filed or within two years from the date the tax was paid, whichever is later. An original return filed before the due date is considered to have been filed on the date it was due. The following exceptions apply:

- A claim for refund filed within 3 years after the date of filing the original return is limited to the amount paid within the 3 years plus any extension of time for filing the return, immediately preceding the filing of the claim.
- A claim for refund filed after 3 years, but within 2 years from the date the tax was paid is limited to the amount paid within the 2 years immediately before filing the claim.
- A claim for refund based on a federal NOL carryback must be filed within 3 years after the due date (including extensions) of the return for the tax year of the NOL.
- If the Internal Revenue Service (IRS) issues a final determination of adjustments that would result in an increase to Maryland taxable income, file the amended return within 90 days after the final determination.
- If the IRS issues a final report of adjustments that would result in a decrease to Maryland taxable income, file the amended return within 1 year after the final adjustment report or the final court decision, if appealed.
- If the claim for refund or credit for overpayment resulted from a final determination made by an administrative board or an appeal of a decision of an administrative board, that is more than 3 years from the date of filing the return or more than 2 years from the time the tax was paid, the claim for refund must be filed within 1 year of the date of the final decision of the administrative board or final decision of the highest court to which an appeal of the administrative board is taken.

Note: Changes made as part of an amended return are subject to audit for up to three years from the date the amended return is filed. For more information regarding refund limitations, see Administrative Release 20. **The returns must be filed with the Comptroller of Maryland, Revenue Administration Division, 110 Carroll Street, Annapolis, Maryland 21411-0001.**

3 SIGNATURES REQUIRED

Form 511 must be signed by a duly authorized official of the Electing PTE. Preparers, other than PTE employees, also must sign the return.

4 GENERAL INFORMATION FOR FORM 511

Accounting Periods The tax year or period used for the federal return must be used for the Maryland return. Accordingly, calendar tax years, fiscal tax years, and short tax periods may be necessary for Maryland filing purposes.

If a federal return is filed or required, a corresponding Maryland return must be filed. The form used for filing must reflect the preprinted tax year in which the Electing PTE's tax year begins.

Use of Federal Figures In preparing Form 511, all items that are reported for federal purposes must be reported on the Maryland return in the same manner, except where specifically indicated. The character of an item cannot be changed from that required or elected for federal purposes.

Taxability The Electing PTE's income is taxed at the entity level; the items of income or loss of the Electing PTE are passed through to the members and subject to tax on the members' Maryland income tax return.

The Electing PTE tax does not apply to a member that is a **Real Estate Investment Trust (REIT)** or to a member that is tax-exempt under IRC Sections 408(e) or 501, unless the tax-exempt member is subject to the federal income tax on its federal return on that share of Electing PTE income. See Administrative Release 6 for other members and certain PTEs that are considered exempt.

Members must report their distributive or pro rata shares of income or loss allocable to Maryland on their Maryland income tax return. Such income must be reported in the member's tax year in which the Electing PTE's tax year ends. Credit for taxes paid by the Electing PTE must be claimed on the same return on which the member reports the income subject to that tax.

Election to Pay Tax On All Resident and Nonresident Members' Distributive or Pro Rata Shares of Income Effective July 1, 2022, Electing PTEs may elect to pay tax at the entity level on all members' distributive or pro rata shares. For Electing PTEs choosing to pay tax on individual members' shares, the tax is the top marginal state tax of 5.75% plus the lowest local income tax rate of 2.25% of individual member's distributive or pro rata share of income. For entity members the tax is 8.25% of resident entity member's distributive or pro rata share of income.

An electing PTE's taxable income equals the portion of a pass-through entity's income under the federal Internal Revenue Code, calculated without regard to any deduction for taxes based on net income that are imposed by any state or political subdivision of a state, that is derived from or reasonably attributable to the trade or business of the pass-through entity.

The amount of tax payable by the Electing PTE may be limited based on the distributable cash flow. For additional information, see the instructions for distributable cash flow limitation.

An Electing PTE is not permitted to file a **composite** Maryland income tax return Form 510C on behalf of qualified nonresident individual members. Additionally, an Electing PTE with only one member may not file a composite return. See Administrative Release 6.

Publicly-traded pass-through entities (PTPs) as defined in IRC Section 7704 are exempt from the requirement to pay a nonresident tax on behalf of their nonresident members if they file Form 510 annually, and report the name, address, taxpayer identification number (SSN or FEIN) and other information requested for each nonresident member whose share of the PTPs' nonresident taxable income exceeds \$500 for the tax year. PTPs supplying the above information are also excluded from the definition of nonresident entities. PTPs should not file Form 511.

These PTPs should enter code number "704" on one of the lines marked "code number" on the front of Form 510.

S corporations subject to federal corporation income tax, such as for excess net passive income or built-in gains, also are subject to Maryland corporation income tax. Use Form 500 to calculate the amount of Maryland corporation income tax.

On the Form 500:

- (1) Enter the corporation name, Federal Employer Identification Number and tax year;
- (2) Enter the total taxable income on line 1, check the applicable box labeled "Other" and enter "1120S";
- (3) Report additions and subtractions to the extent applicable to the income subject to federal income tax; and,
- (4) Complete all other lines as necessary to calculate the amount due (including the lines for modification and/or adjustments to income, apportionment of income and

payments and credits, if applicable). Attach payment to the front of Form 500.

In addition to filing Form 500 to calculate and pay the corporation income tax, also file Form 510.

5 OTHER MATTERS

Extension of Time to File If unable to file Form 511 by the due date, the Electing PTE must submit Form 510/511E - Maryland Application for Extension to File Pass-Through Entity Income Tax Return.

The request for extension of time to file will be granted provided that:

- 1) The application is properly filed and submitted by the 15th day of the 4th month following close of the tax year or period;
- 2) An application for extension of time has been filed with the IRS; and,
- 3) Full payment of any balance due is submitted with the application.

Properly and timely filed requests for an automatic extension of time will be granted for seven months for S corporations and six months for other PTEs.

Estimated Income Tax Every Electing PTE that reasonably expects Maryland taxable income to develop a tax in excess of \$1,000 for the tax year or period must make quarterly estimated payments with Form 510/511D - Declaration of Estimated Pass-Through Entity Income Tax. If the Electing PTE is required to make multiple payments, it will use a Form 510/511D for each of the additional payments. This form is available at marylandtaxes.gov.

Business Tax Credits To claim or pass on business tax credits from Form 500CR, the Electing PTE must file Form 511 electronically if the Electing PTE has generated a business tax credit. Form 500CR Instructions are available on our website at marylandtaxes.gov. Business credits are not taken on Form 511, but are allocated to the members of the Electing PTE on Maryland Schedule K-1 (510/511).

Members then may claim their shares of the Maryland credit. Maryland follows the federal income tax rules as to the allocation of Maryland credits for partners of a partnership (includes LLC and business trust) and for shareholders of an S corporation, unless the terms of the Maryland tax credit permit special allocation. Allocations of credits at the federal level generally must be made in accordance with the partners' respective interests in the partnership at the time the tax credit arises and in accordance with the shareholders' pro rata shares of the S corporation's credits. Form 502S must be included with Form 500CR if claiming the Heritage Structure Rehabilitation Tax Credit. You must file Form 511 electronically to claim or pass on any business tax credits.

Statements to Members The Electing PTE should provide to its members a Maryland Schedule K-1 (510/511) showing the allocable share of income, additions and subtractions, and/or credit information, and tax paid by the Electing PTE on its members' distributive or pro rata shares of income.

Audits and Appeals All items reported on Form 511 are subject to audit, verification and revision. Returns and amendments are subject to audit and adjustment for a period of 3 years from the date the return was due (including extensions) or the date the return was filed, whichever is later.

In the event of revision and assessment or reduced refund, the Comptroller will notify the corporation. If in disagreement with the assessment or denial of the refund, the corporation may file with the Compliance Division a written request for revision of the assessment or reconsideration of the refund denial. The request, in either case, must be made by submitting an

application for an informal hearing with the Compliance Division within 30 days of the assessment or denial of the refund.

Failure to file a written request or attend the informal hearing will result in the assessment or denial of refund becoming final and non-appealable.

You may file an appeal with the Maryland Tax Court within 30 days of a final determination by the Compliance Division hearing office.

NOTE: Changes made as part of an amended return are subject to audit for up to three years from the date the amended return is filed. See Instruction 8 for completing an amended return.

Adjustments If the items on the federal return are adjusted by the IRS, a copy of the final IRS adjustment report must be submitted within 90 days. Copies of the IRS adjustment report must be submitted for each member's income tax return.

Taxpayer Identification Required for Returns and Other Documents All returns, correspondence, payments or other documents must indicate the Electing PTE name, FEIN, type of tax and tax year(s) to which the document relates.

All Electing PTEs are required to secure a FEIN from the IRS. The FEIN is the only number used by the IRS for processing purposes and also is the primary number used by the Revenue Administration Division.

The type of tax and tax year(s) are necessary to identify the subject of the document and the intention of payments. This information ensures that documents are directed to the correct area and that payments are applied to the correct account.

Use of Paid Preparers The Electing PTE is responsible for the timely filing of returns, payment of tax, responding to requests and all other requirements, even though a paid preparer is used.

Substitute Forms You may file your Maryland income tax return on a computer-prepared or computer-generated substitute form provided the form is approved in advance by the Revenue Administration Division. The fact that a software package is available for retail purchase does not guarantee that it has been approved for use by the Revenue Administration Division, of the Comptroller of Maryland.

For additional information or to see a list of Approved Software Vendors for Maryland Substitute Tax Forms, visit marylandtaxes.gov/pros/approved-vendors.php.

Employer Withholding of Income Tax Employers that make payments to individuals of salaries, wages or compensation for personal services must withhold an income tax as prescribed in published tables and remit the withholdings to the Revenue Administration Division with Form MW506 or MW506M – Employer's Return of Income Tax Withheld.

An annual reconciliation is required to be filed on Form MW508 – Annual Employer Withholding Reconciliation Return and submitted with the state copy of the wage and tax statements issued to employees as required by law.

For additional information regarding employer withholding tax, address, and phone number, visit marylandtaxes.gov.

Privacy Notice The Revenue Administration Division requests tax return information to administer the income tax laws of Maryland, including the determination and collection of the correct taxes and other amounts. Failure to provide all or part of the requested information may result in the disallowance of claimed amounts and an increased tax liability. The law also makes provision for securing information from taxpayers that fail to supply required information, and a penalty may apply.

Taxpayers have a right to access their tax records maintained by the Revenue Administration Division, and may inspect, amend or otherwise correct them. To obtain a copy, submit a written request containing the PTE name, address and

identification numbers and specifying the information needed. The request must be signed by an authorized member.

As permitted or required by law, information furnished to the Revenue Administration Division may be given to the IRS, a proper official of any state that exchanges tax information with Maryland and to an officer of this State having a right to the information in that officer's capacity, or to a non-governmental entity. Also, the information may be obtained in accordance with a proper judicial or legislative order.

6 TAX YEAR OR PERIOD

The tax year is shown at the top of Form 511. The form used for filing must reflect the preprinted tax year in which the Electing PTE's tax year **begins**. The same tax year or period used for the federal return must be used for Form 510.

If the tax year of the Electing PTE is other than a calendar year, enter the beginning and ending dates of the fiscal year in the space provided at the top of Form 511.

7 ASSEMBLING AND COMPLETING YOUR RETURN

Complete the federal income tax return first and use it in preparation of the Maryland return. Use a minus sign (-) in front of a number to indicate a negative amount. After completing the Maryland return, **assemble your return in the following order:** Maryland Pass-Through Entity Form 511 including all Form 511 Schedules B, any required Maryland forms and their related attachments, any K-1 forms showing credits earned by the Electing PTE and for S corporations a copy of the federal income tax return through Schedule M2.

Name, Address and Other Information

Type or print the required information in the designated area. Enter the exact Electing PTE name and continue with any "Trading As" (T/A) name if applicable.

Enter the FEIN. If a FEIN has not been secured, enter "APPLIED FOR" followed by the date of application. If a FEIN has not been applied for, do so immediately.

Enter the date of organization or incorporation and the federal business code number. This date must be expressed numerically, using two digits each for the month, the day and the year. The federal business code is a six-digit number available from the federal return which identifies the principal business activity.

Be sure to check the applicable box to indicate the type of Electing PTE: partnership, s-corporation, limited liability company or business trust.

Check the applicable box if:

- (1) The name or address has changed;
- (2) This is the first filing of the Electing PTE;
- (3) This is an inactive Electing PTE (in Maryland and elsewhere);
- (4) This is the final return of a Electing PTE that has dissolved, liquidated or withdrawn from Maryland, or
- (5) This tax year's beginning or ending dates are different from last year's because of an acquisition or consolidation. Do not check the box for inactive or final if the Electing PTE is inactive in Maryland but active elsewhere.

8 AMENDED RETURNS

To correct an error in a previously filed return, complete and submit a revised Form 511. Check the "AMENDED RETURN" box and draw a line through the barcode on the return. **A separate page should be attached containing a detailed explanation of the changes being made, and if the federal return has been amended, a copy of the federal amended form must be attached to Form 511.** If additional tax was paid with the original return, include the amount paid on line 15a of Form

511. The Electing PTE must give a revised statement to the members advising them of the amendment. Members may also be required to file amended income tax returns.

9 SPECIFIC INSTRUCTIONS

Electing PTE:

Form 511 is used by an Electing PTE to file an income tax return for a specific tax year or period and to remit Electing PTE tax paid with respect to all members' distributive or pro rata shares of income. By using this form, the PTE acknowledges that it has made the election for the taxable year with its first payment (estimated Form 510/511D, extension Form 510/511E, or with this Form 511.)

Line 1 - Number of members Enter the number of members that are individual residents of Maryland (including resident fiduciaries), the number that are individual nonresidents of Maryland (including nonresident fiduciaries), the number of nonresident and resident entities, the number of other entities, and the total number of all members.

Include in "Others" entities that are tax-exempt under IRC Sections 408(e) or 501.

A single member LLC that is a disregarded entity for federal purposes is treated as an individual or corporation depending upon whether the single member is an individual or corporation for purposes of computing the nonresident tax.

Note: In these instructions, the term individual includes fiduciaries, unless specifically excepted.

Line 2 - Electing Pass-Through Entity's taxable income. Enter the Electing PTE's taxable income under the federal Internal Revenue Code, calculated without regard to any deduction for taxes based on net income that are imposed by any state or political subdivision of a state, that is derived from or reasonably attributable to the trade or business of the pass-through entity. An electing PTE's taxable income is defined for this purpose as the net amount of income/loss for the PTE, less interest from federal obligations plus the amount attributable to taxes based on net income imposed by a state or any political subdivision of a state. The amount attributable to taxes based on net income does not include taxes with a basis other than net income, such as a gross receipts tax or a commercial activity tax.

The taxable income of an Electing PTE that is a partnership equals the net amounts of lines 1 through 11 of federal Form Form 1065 Schedule K, plus the amount of any federal deduction attributable to taxes based on net income imposed by a state or political subdivision of a state, including but not limited to, taxes based on net income included on federal Form 1065 Line 14.

The taxable income of an Electing PTE that is an s-corporation equals the net amount of lines 1 through 10 of federal Form Form 1120S Schedule K, plus the amount of any federal deduction attributable to taxes based on net income imposed by a state or political subdivision of a state, including but not limited to, taxes based on net income included on federal Form 1120S Line 12.

This addition does not include taxes with a basis other than net income, such as a gross receipts tax, commercial activity tax, or property tax.

In calculating PTE taxable income, the disregarded deduction is adjusted for income on the federal return attributable to a refund of overpayment of the previous year's estimated taxes. For more information, see Technical Bulletin 6. For example, in Year 1, the electing PTE made estimated state and local tax payments of \$10,000; its federal income is \$75,000. Maryland PTE taxable income, calculated without regard to the deduction for state and local income taxes, is \$85,000. The electing PTE's Maryland tax liability is \$6,800, and it receives a refund of \$3,200. In Year 2, the electing PTE makes estimated state and

local tax payments of \$10,000. Its federal income is \$78,200, of which \$3,200 is the refund of overpayment from the Year 1 Maryland tax return. The electing PTE's Maryland taxable income, calculated without regard to the deduction for state and local income taxes, is \$88,200. \$3,200 of this income was taxed by Maryland in the disregarded deduction in Year 1. The electing PTE should adjust the disregarded deduction to \$6,800, bringing PTE taxable income to \$85,000."

Allocation of Income For unistate Electing PTEs, all income is allocable to Maryland. If the entity is unistate, meaning that business is conducted only in Maryland, do not complete this area.

Multistate Electing PTEs, those conducting business in more than one state, must allocate income.

Line 3a - Non-Maryland income Multistate partnerships may use separate accounting to allocate income. Multistate S corporations may use separate accounting if the activity of the corporation within Maryland is nonunitary. If using separate accounting, enter the amount of income or loss allocable to other states and attach a worksheet detailing the allocation between or among the states.

Line 3b - Maryland apportionment factor Multistate PTEs using the apportionment method of allocation generally are required to use a single receipts factor. Property and payroll factors must be developed if the taxpayer has income from the sale of intangibles or is subject to another apportionment formula. **If the taxpayer does not have income from the sale of intangibles and is not subject to another apportionment formula, property and payroll factors are not required to be developed.** See instructions below under **OTHER APPORTIONMENT FORMULAS and SPECIAL RULES.**

Line 4 - Pass-Through entity taxable income allocable to Maryland For unistate Electing PTEs, enter the amount shown on line 2.

For multistate Electing PTEs using separate accounting, subtract line 3a from line 2 and enter the difference. For multistate Electing PTEs using the apportionment method of allocation, multiply line 2 by the factor on line 3b and enter the result.

Line 5a - Percentage of ownership by individual members Enter the total percentage of ownership by individual members, expressed as a decimal. If the profit/loss allocation is different from the ownership percentage, use the profit/loss allocation to complete this line. If 100%, enter 9999.

Line 5b - Percentage of ownership by entity members Enter the total percentage of ownership by entity members, expressed as a decimal. If the profit/loss allocation is different from the ownership percentage, use the profit/loss allocation to complete this line. If 100%, enter 9999.

Line 5c - Add the figures on lines 5a and 5b to total the percentage of ownership subject to tax.

Line 6 - Pass-through entity taxable income for individual members Multiply line 4 by the percentage on lines 5a and enter the result.

Line 7 - Individual tax Multiply the amount on line 6 by 8%.

Line 8 - Pass-through entity taxable income for entity members Multiply line 4 by the percentage on line 5b and enter the result.

Line 9 - Entity tax Multiply the amount of line 8 by 8.25%.

Line 10 - Total pass-through entity election tax due Add lines 7 and 9 and enter here.

Line 11 - Distributable cash flow limitation Electing PTEs may elect to use the distributable cash flow method to limit the tax which must be paid by the Electing PTE. See the DISTRIBUTABLE CASH FLOW LIMITATION WORKSHEET (11A). If the distributable cash flow is less than the tax, the required payment is limited to the amount determined by the distributable

cash flow method.

DISTRIBUTABLE CASH FLOW LIMITATION WORKSHEET (11A)
(Complete this worksheet only if using the distributable cash flow limitation.)

- A. Pass-through entity's taxable income. (Enter amount from Form 511, line 2.) _____
- B. Line A adjusted, in the case of an Electing PTE using the accrual method of accounting to report the Electing PTE's taxable income, to reflect the amount of taxable income that would have been reported under the cash method of accounting (if the Electing PTE is not using the accrual method of accounting to report the Electing PTE's taxable income, enter amount from Line A) _____
- C. Cash receipts for the tax year that are not includable in the gross income of the Electing PTE including capital contributions and loan proceeds. (Enter any cash receipts received by the Electing PTE that were not included in gross income including capital contributions and loan proceeds.) _____
- D. Amounts allowable to the Electing PTE for the tax year as deductions for depreciation, amortization and depletion. (Enter the allowable depreciation, amortization and/or depletion used as a deduction from the Electing PTE's taxable income.) _____
- E. The decrease, if any, in the Electing PTE's liability reserve as of the end of the tax year. (If the Electing PTE has established a liability reserve, enter the amount that represents the decrease, if any, in this reserve account. Liability reserve means accrued unpaid liabilities that are not deductible in computing taxable income.) _____
- F. Total. (Add lines B through E.) _____
- G. Cash expenditures for the tax year that are not deductible in computing the Electing PTE's taxable income. (Do not include distributions to members. Enter any cash expenditures that are not deducted when computing the Electing PTE's taxable income. Items such as distributions to members are not included in this amount.) _____
- H. The increase, if any, in the Electing PTE's liability reserve as of the end of the tax year. (If the Electing PTE has established a liability reserve, enter the amount that represents the increase, if any, in this reserve account. Liability reserve means accrued unpaid liabilities that are not deductible in computing taxable income.) _____
- I. Distributable cash flow. (Add lines G and H, and subtract the total from line F.) _____
- J. Members' tax previously paid. (Enter all members' estimated tax paid with Forms 510/511D or 510/511E) _____
- K. Distributable cash flow limitation. (Subtract line J from line I. If less than 0, enter 0.) _____

Election of the distributable cash flow limitation will not reduce the tax liability of the members.

If the distributable cash flow limitation is used, check the box and enter the result on line 11. If less than zero, enter zero. If the distributable cash flow limitation is not used, do not complete this line.

Line 12 - Electing pass-through entity tax due. If the distributable cash flow limitation is not used, enter the amount shown on line 10 - If the distributable cash flow method is used,

enter the lesser of line 10 or line 11.

Line 13a - Estimated tax paid with Form 510/511D, MW506NRS, and prior year overpayment. Enter the amount of estimated tax paid with Forms 510/511D, MW506NRS, and any overpayment carried forward from the prior year (Form 511).

Line 13b - Tax paid with extension request. Enter the amount of tax paid with Form 510/511E.

Line 13c - Credit for taxes paid by another pass-through entity. Enter the amount of tax paid on this PTE's behalf by another PTE. **Attach the Maryland Schedule K-1 (510/511) or statement supplied by the other PTE to support this credit.**

Line 13d - If amending, total payments made with original plus additional tax paid after original was filed. Only enter an amount on this line if you checked the box for Amended Return.

Line 13e - Total payments and credits. Enter the sum of lines 13a through 13d.

Line 14 - Balance of Tax Due If Electing PTE tax due from line 12 exceeds the total payments from line 13e, enter the difference.

Line 15 - Overpayment If total payments from Line 13e exceeds Electing PTE tax due from Line 12, enter the difference.

Line 15a - For Electing PTEs using this form to amend a prior year return. Enter prior overpayment (all refunds previously issued).

Line 16 - Interest and/or penalty from Form 500UP or late payment interest Calculate the amount of interest and/or penalty due as a result of the underpayment of estimated tax. Use Form 500UP, available at marylandtaxes.gov.

Partnerships and LLCs with income received unevenly throughout the year that choose to annualize on Form 500UP must enter code number "301" on one of the lines marked "code numbers" on page 3 of Form 511. S corporations may not use the annualization method on Form 500UP.

If Form 511 is filed late, calculate interest on the amount of tax that was not paid by the original due date. Interest is due at the rate of 10.0075% annually or 0.8339% per month for any month or part of a month that a tax is paid after the original due date of the 2023 return but before January 1, 2025. Assistance in calculating interest is available through our website at marylandtaxes.gov or email your question to TAXHELP@marylandtaxes.gov. You may also call 1-800-638-2937 or from central Maryland 410-260-7980.

A penalty may be imposed if any tax is not paid when due. Any penalty due will be calculated and assessed after filing of Form 511.

Line 17 - Total balance due. Add pass-through entity election tax due (Line 12), any prior overpayment (Line 15a), and any interest and/or penalty (Line 16). Then subtract the total payments and credits (line 13e).

Line 18 - Amount of overpayment from original return to be applied to estimated tax for 2024. Overpayment may be applied to estimated taxes for the following year. Amount may not exceed 2023 overpayment, less any prior year overpayment, less interest and/or penalty.

Line 19 - Amount of overpayment TO BE REFUNDED to the Electing PTE. Subtract the sum of any prior overpayment (Line 15a) and any interest and/or penalty (Line 16) from any overpayment (Line 15).

Line 20 - Direct Deposit of Refund To comply with banking and **National Automated Clearing House Association (NACHA)** rules, we ask you to indicate by checking the appropriate box on your return if the state refund is going to an account outside the United States. If you indicate that this is the case, **STOP!** do not enter your routing and account numbers, as the direct deposit option is not available to you. We will send you

a paper check. By choosing direct deposit of your refund and checking the appropriate box, you authorize the State of Maryland to disclose to your bank, to the State's depository bank, and their financial partners, and NACHA any tax return information necessary to make the deposit, such as your refund amount or the name as it appears on the bank account. Complete lines 20a, b, c, and d of Form 511 if you want us to deposit your refund directly into your account at a bank or other financial institution (such as a mutual fund, brokerage firm or credit union) in the United States.

10 SIGNATURE, VERIFICATION, PAYMENT, AND MAILING INSTRUCTIONS

An authorized general partner, officer, or member of the Electing PTE must sign and date Form 511 and enter their title. If a preparer is used, the preparer also must print their name, sign the return, and enter the firm name, address, and Preparer's Tax Identification Number (PTIN). Penalties may be imposed for tax preparers who fail to sign the tax return and provide their PTIN. **Make check or money order payable to Comptroller of Maryland. On your check or money order, in blue or black ink only, you must include the Federal Employer Identification Number, tax year, and tax type. Failure to include this information will delay the processing of your payment. Mail the completed return and all required attachments to:**

**Comptroller of Maryland
Revenue Administration Division
110 Carroll Street
Annapolis, MD 21411-0001**

For more information, visit marylandtaxes.gov or email your question to: TAXHELP@marylandtaxes.gov. You may also call 1-800-638-2937 or from Central Maryland 410-260-7980.

SCHEDULE A - COMPUTATION OF APPORTIONMENT FACTOR INSTRUCTIONS

1 PURPOSE OF SCHEDULE A

Pass-through entities (PTEs) that conduct business in more than one state must allocate their income. Partnerships may use separate accounting or the apportionment method of allocation. S corporations must use the apportionment method unless the activity in Maryland is nonunitary. If the activity within Maryland is nonunitary, S corporations may use separate accounting.

2 APPORTIONMENT FORMULA

All factors of the apportionment formula are developed as fractions, the numerator of which is the total of Maryland items and the denominator is the total of items everywhere during the tax year. Each factor is calculated to six decimal places and used to arrive at the final apportionment factor. The items of both numerator and denominator should reconcile to the items as categorized and reported on the federal income tax return.

3 SINGLE SALES FACTOR APPORTIONMENT

For tax years beginning after December 31, 2021, multistate businesses using the apportionment method of allocation generally are required to use a single receipts factor. Rental/leasing companies, financial institutions, transportation companies, and worldwide headquartered companies must use a Special Apportionment Formula (see instruction 4 below), unless the Comptroller has accepted an Alternative Apportionment Formula (see instruction 5 below). Property and payroll factors must be developed if the taxpayer has income from the sale of intangibles or is subject to another apportionment formula. **If the taxpayer does not have income from the**

sale of intangibles and is not subject to a special apportionment formula or alternative apportionment formula, property and payroll factors are not required to be developed.

Specific requirements regarding each factor are set forth as follows:

- **Receipts Factor**

The receipts factor includes the amount of income reported during the tax year as gross receipts or sales (less returns and allowances), dividends, interest, gross rents, royalties, capital gains and other income on the federal return.

Gross receipts from sales of **tangible personal property** are included in the numerator if the property is delivered or shipped to a purchaser that takes possession in Maryland, regardless of f.o.b. point or other conditions of sale. Sales of tangible personal property to an out-of-state purchaser are also included in the numerator if the purchaser takes possession in Maryland. Sales of property in transit that are destined for Maryland are included in the numerator.

Gross receipts from **service-related activities** are included in the numerator if the receipts are derived from customers within this State. There are specific rules to determine "Customers Within this State." To review these rules, see Maryland Regulation 03.04.03.08D.

Gross income from **intangible items** such as dividends, interest, royalties and capital gains from the sale of intangible property are included in the numerator based upon the average of the property and payroll factors.

Gross receipts from the **rental, leasing or licensing of real or tangible personal property** are included in the numerator if the property is located in Maryland. If tangible personal property is located in this State for a portion of the tax year, only the income received for that portion is included in the numerator.

Capital gains from the **sale of real and tangible personal property** are included in the numerator if the property is located in Maryland. Ordinary net gain or loss derived from the sale of depreciable assets is excluded from the factor.

Other income items are included in accordance with the provisions previously stated depending on the nature and type of each item.

- **Property Factor**

The property factor includes owned as well as rented tangible personal property used in the trade or business during the tax year. Such properties are inventory, machinery and equipment, buildings and land, and other tangible assets. Property is included in the numerator if it has a situs within Maryland.

Property owned by the PTE is valued at its original cost at the average of the tax year beginning and ending amounts. If there are material changes during the tax year and the yearly average is not a fair representation, the average must be calculated on a monthly or daily basis.

Property in transit is considered to be at its destination for purposes of the factor. Property under construction during the tax year is excluded from the factor until actually placed in service.

Property leased or rented by the PTE is included in the factor at a capitalized value. To arrive at the capitalized value, expenses associated with the privilege of occupying or using the property, including such items as fixed rent, percentage rent, real estate taxes, insurance and maintenance, are multiplied by eight. Expenses for gas, electricity, oil, water or other items normally consumed are

excluded.

Lease or rental expense below the market rate must be adjusted to reflect a reasonable market rate and then capitalized. Sublease income cannot be used to arrive at the capitalized value of leased or rented property, but must be included in the receipts factor.

Improvements to the leased or rented property that revert to the owner at expiration of the lease or rental term are amortized and not capitalized. The actual cost of the improvements is divided by the number of years remaining for the lease or rental term and the result is included in the factor for each tax year.

Property that has remained idle and has not produced any revenue for a period of five or more years is not included in the factor.

• **Payroll Factor**

All compensation is to be included in the numerator, both when the individual's service is performed entirely within Maryland, and when the individual's service is performed both within and without Maryland but the service performed outside Maryland is incidental to the individual's service within.

Compensation is also included in the numerator if some part of the service is performed within Maryland and the base of operations or place from which the service is controlled is in Maryland. If the base of operations or place from which the service is controlled is not in any state where the service is performed but the individual's residence is in Maryland, the compensation is also included in the numerator.

4 OTHER APPORTIONMENT FORMULAS

Rental/leasing companies use an equally weighted two-factor formula of receipts and property, with receipts from intangible items excluded.

Financial institutions use a single receipts factor; financial institution receipts are defined in COMAR 03.04.08.03.

Transportation companies:

- A trucking company or motorfreight carrier uses an apportionment formula equal to miles traveled in the State over miles traveled everywhere.
- A railroad company uses an apportionment formula equal to miles traveled on tracks in-State over miles traveled on tracks everywhere.
- A shipping company uses an apportionment formula equal to the number of days spent in ports and on waterways in-State over number of days spent in ports and on waterways everywhere. and worldwide headquartered companies required to use a Special Apportionment Formula should refer to Administrative Release 43: Corporate Apportionment of Income. marylandtaxes.gov/forms/Tax_Publications/Administrative_Releases/Income_and_Estate_Tax_Releases/ar_it43.pdf.
- An airline uses an apportionment formula of equally weighted

property, payroll, and sales. COMAR 03.04.03.08(G)(3)-(6) prescribe how each factor is calculated.

- Transportation company can refer to Administrative Release 43 marylandtaxes.gov/forms/Tax_Publications/Administrative_Releases/Income_and_Estate_Tax_Releases/ar_it43.pdf and Administrative Release 22 (airlines) marylandtaxes.gov/forms/Tax_Publications/Administrative_Releases/Income_and_Estate_Tax_Releases/ar_it22.pdf for additional information.

5 SPECIAL RULES

Alternative Apportionment: If the apportionment formula does not fairly represent the extent of the PTE's activity within Maryland, the Revenue Administration Division may alter the formula or components accordingly. The corporation may also request the Comptroller's approval to use an Alternative Apportionment Formula.

The PTE's share of receipts, property and payroll of a partnership or joint venture is included in the entity's factors as if they were the direct receipts, property and payroll of the entity. The partnership share is included only to the extent of the factors required for the PTE.

SCHEDULE B - MEMBER'S INFORMATION INSTRUCTIONS

Enter all information requested in this schedule. Enter the name, address and Social Security number or FEIN of each member. Also check the applicable box to identify the member as a resident, or nonresident or nonresident entity of Maryland.

For each shareholder, the pro rata share of income/loss is a portion of the amount on line 2, page 1 of Form 511.

For other members, the distributive share of income/loss is a portion of the amount on line 2, page 1 of Form 511.

Enter the amount of tax paid on each nonresident/resident member's distributive or pro rata share of income included in line 12.

Enter the distributive or pro rata share of the business income tax credit being claimed by each member from Forms 500CR or 502S. For multiple credits enter the total distributive or pro rata amount for each member. See the instructions for Forms 500CR or 502S.

Reminder: The PTE must file Form 511 electronically to pass on a business tax credit from Form 500CR or from Form 502S. Enter the total distributive or pro rata share of tax paid, and the total distributive or pro rata share of tax credit for individual members, fiduciary members, pass-through entity members, and corporation members.

Do not enter a credit amount for the One Maryland Economic Development Tax Credit, see the instructions for Form 500CR, Parts P-1 and P-2, at marylandtaxes.gov.

COMPTROLLER OF MARYLAND REGISTRATION & TAXES

Registration and Licensing All new businesses (corporations, S corporations, partnerships, limited liability companies, business trusts, and sole proprietorships) can file a single application with the Central Registration Unit of the Revenue Administration Division of the Comptroller's Office to establish accounts for employer income tax withholding, sales and use tax, admissions and amusement tax, tire recycling fee, motor fuel tax, alcohol tax and tobacco tax. The Revenue Administration Division offers assistance for filing applications and establishing accounts.

The Central Registration Unit assigns a single state identification number for the taxes listed above. Register online at marylandtaxes.gov.

To obtain a direct wine shipper's permit and a common carrier permit, businesses may apply with the Licensing Unit of the Alcohol, Tobacco, and Cannabis Commission.

Corporation Income Tax The corporation income tax applies to every Maryland corporation and every other corporation which has a nexus with Maryland. Nexus is the term used to indicate a taxable connection between a corporation and a taxing authority. If a corporation conducts business activity within Maryland and exceeds the provisions of U.S.C.A. Title 15, Section 381 of the Interstate Commerce Act (P.L. 86-272) it has a nexus and must file an income tax return.

The tax is based on federal taxable income after state modifications. Corporations engaged in multistate operations must allocate income using an apportionment formula, generally consisting of receipts, property and payroll factors. The tax is imposed at a flat rate of 8.25% of Maryland taxable income.

Employer Withholding of Income Tax Employers making payments to individuals of salaries, wages or compensation for personal services must withhold income tax and remit the withholding to the Revenue Administration Division. The amount of tax to be withheld is prescribed in published tables which are based on the individual income tax rates.

Sales and Use Tax This tax applies to businesses selling in Maryland, facilitating sales into Maryland via a marketplace, or purchasing out of state for Maryland use.

The general Maryland sales and use tax rate is 6%. The following special sales and use tax rates also apply. An 8% rate is imposed on rental trucks, and peer-to-peer car sharing and a rate of 11.5% is charged on rentals of passenger cars and recreational vehicles. A 9% tax rate is imposed on alcoholic beverages and cannabis. Most sales of food by substantial grocery or market businesses are not subject to tax. A rate of 12% is imposed on the sale of electronic smoking devices and tobacco pipes. A rate of 60% is imposed on the sale of vaping liquid in containers of 5ml or less. Specific prepared foods purchased in grocery stores are subject to tax. Other exemptions include all sales solely for resale, medicine, energy for residential use, manufacturing machinery and equipment, and certain agricultural equipment and supplies. For exemptions not listed, visit marylandtaxes.gov.

Electronic Smoking Devices and Tobacco Pipes The tax on the sale of electronic smoking devices (ESDs) and tobacco pipes is 12% of the charge for the ESD or tobacco pipe.

Vaping Liquid The tax on the sale of vaping liquid in containers of 5ml or less is 60% of the charge for the vaping liquid.

Truck Rentals and peer-to-peer car sharing The tax for a truck rental and peer-to-peer car sharing is 8 cents for each exact dollar; and 2 cents for each 25 cents of part of 25 cents in excess of an exact dollar.

911 Fee Surcharge 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. The Prepaid Wireless E-9-1-1 Fee is 60 cents per retail transaction. The seller must report the fees collected on a Maryland Sales and Use Tax return, although the Prepaid Wireless E-9-1-1 Fee itself is not subject to Maryland sales and use tax.

Motor Fuel Tax Generally, this tax applies to businesses selling or using motor fuel in Maryland.

The Maryland motor fuel tax rate is currently 36.10¢ per gallon of gasoline and 36.85¢ per gallon of diesel fuel. There are other requirements for motor carriers, dealers, special fuel users, sellers and service station operators.

Maryland implemented the International Fuel Tax Agreement (IFTA) for motor carriers on 1/1/96.

Alcohol and Tobacco Tax These taxes apply to businesses manufacturing, selling, distributing or storing alcoholic beverages or selling and/or distributing cigarettes and other tobacco products in Maryland.

The Maryland excise tax rates on alcoholic beverages are \$1.50 per gallon of distilled spirits, 40¢ per gallon of wine, and 9¢ per gallon of beer. The tobacco tax rate is \$ 3.75 per pack of 20 cigarettes; the rate is 53% of the wholesale price for other tobacco products.

Admissions and Amusement Tax This tax is imposed on a variety of activities, such as admission to any place, including motion pictures, athletic events, races, shows or exhibits. Also subject to this tax are receipts from athletic equipment rentals, bingo, coin-operated amusement devices, boat rides and excursions, amusement rides, golf green fees, golf cart rentals, skating, bowling shoe rentals, lift tickets, riding academies, horse rentals, and merchandise, refreshments, or a service sold or served in connection with entertainment.

The admissions and amusement tax is a local tax collected by the Comptroller's Office on behalf of Maryland's counties, Baltimore City, other incorporated cities and towns. The tax is set by the localities at rates varying from one-half of 1% to 10% of the admissions and amusement receipts. When the gross receipts are also subject to the sales and use tax, the combined tax rate may not exceed 11%.

A separate State admissions and amusement tax is imposed on the net proceeds from electronic bingo or electronic tip jars. When the net proceeds are also subject to a local tax, the combined tax rate may not exceed 35%.

Digital Advertising Gross Revenues Tax Quarterly estimated tax returns for this tax type must be filed by every person that reasonably expects its Maryland gross revenues attributable to digital advertising services, including banner advertising, search engine advertising, interstitial advertising, and other comparable advertising services, to exceed \$1,000,000 for the calendar year. The applicable tax rate depends on the person's global annual gross revenues and ranges from 2.5% to 10% of annual gross revenues derived from digital advertising services in Maryland. Annual returns are due by April 15 of the next calendar year.

Tire Recycling Fee This fee applies to tire wholesalers or a tire retailer who buys tires from out-of-state sources. Registration and payment of the fee is handled by the Revenue Administration Division.

Utility Surcharges These surcharges are collected by electric companies that deliver electricity in Maryland and by telephone companies doing business in Maryland. The electricity surcharges are then paid to the Comptroller for deposit in the Environmental Trust and Universal Service Program Funds. The telecommunications surcharges are paid to the Comptroller for deposit in the 911 Emergency Telephone System and Communications Access of Maryland Funds.

The utility surcharges are collected by the Revenue Administration Division.

Direct Wine Shipper's Permit This permit is required for all in-state and out-of-state wine manufacturers that ship wine, including pomace brandy, directly to a Maryland consumer

through a common carrier, such as Federal Express or UPS.

Common Carrier Permit This permit is required for a common carrier to deliver wine to a Maryland consumer.

OTHER REGISTRATIONS & TAXES

New Corporations In addition to registering with the Central Registration Unit of the Comptroller's Office, all corporations doing business in Maryland must register with the Department of Assessments and Taxation. This is also the office to contact to form a new corporation.

Bay Restoration Fee This fee is collected by all non-exempt local governmental entities, billing authorities, drinking water and sewage water treatment plant owners, who provide water or sewage services to residential, multi-residential, and non-residential users. County governments are responsible for collecting a septic fee from owners of private wells and septic systems. The fees are remitted by these entities quarterly to the Comptroller for deposit to the Bay Restoration Fund.

Public Service Company Franchise Tax In addition to corporation income tax, public service companies are subject to the franchise tax on gross receipts. This tax is administered by the Department of Assessments and Taxation.

Insurance Company Premium Tax Insurance companies are exempt from the corporation income tax but are subject to the premium tax that is administered by the Maryland Insurance Administration.

Unemployment Insurance Employers are subject to the Maryland Department of Labor's unemployment insurance requirements and must visit the Maryland Department of Labor website at: employer.beacon.labor.md.gov/ to establish an account.

Workers' Compensation Employers in Maryland must provide Workers' Compensation Insurance for all employees. Employers may obtain coverage from a private insurance company, by becoming self-insured or by contacting the State Injured Workers' Insurance Fund. Employers believing they are not required to obtain this insurance may contact the Workers' Compensation Commission for certification of compliance.

Business Licenses Licenses are required for certain businesses to operate in Maryland. To determine if a license is necessary, contact the clerk of the circuit court in the Maryland county (or Baltimore City) where the business operates. A circuit court is located in each of those jurisdictions.

OTHER REQUIREMENTS

Bulk Sales When an existing business is bought, the purchaser must pay a 6% bulk sales and use tax on the price of tangible personal property, such as furniture and fixtures, that is part of the business. This tax is collected by the Compliance Division of the Comptroller's Office.

Dissolution of Corporation Articles of Dissolution must be filed with the Department of Assessments and Taxation for the dissolution of a corporation. A tax clearance certificate is no longer required for the dissolution of a corporation.

Unclaimed Property Unclaimed funds such as wages, insurance benefits, bank accounts or security deposits must be reported if they remain unclaimed for three years. This property must be reported to the Unclaimed Property Division.

NOTE: The information provided on this page is a brief summary of the various Maryland business requirements and is based on the law in effect as of 7/1/2023. For additional information, see the next page for the addresses and phone numbers of the Maryland agencies most frequently contacted by businesses.

MARYLAND STATE AGENCIES MOST FREQUENTLY CONTACTED BY BUSINESSES

COMPROLLER OF MARYLAND Online business registration

marylandtaxes.gov
marylandtaxes.gov

New businesses can register online and set up tax accounts any time 24 hours a day.

For other new business information, visit the Business License Information System at choosemaryland.org/blis

Compliance Division

301 W. Preston Street
Baltimore, MD 21201-2383

Bulk sales 410-767-1579
Business tax collections 410-649-0633
. or 888-614-6337
Sales & use tax and tire fee refunds 410-767-1530
. or 800-492-1752
Unclaimed property 410-767-1700
. or 800-782-7383

General Accounting Division

Goldstein Treasury Building, Room 200
Annapolis, MD 21404-0746

Good Standings 410-260-7352
. or 888-784-0144

Field Enforcement Bureau

Goldstein Treasury Building, Room 310
Annapolis, MD 21404-2397

Enforcement & Inspections 410-260-7388
. or 888-674-0017
State License Bureau 410-260-6240
. or 866-239-9359
Motor Fuel Testing Laboratory 410-799-7777

Revenue Administration Division

Revenue Administration Center
Annapolis, MD 21411-0001

Forms (all income tax and employer withholding)
. 410-260-7951
Facsimile transmittal 410-974-2967

Taxpayer Services Division

Income tax information 410-260-7980
(Corporation, Individual, Fiduciary, Pass-Through Entity) or 800-638-2937
Income tax refund inquiries 410-260-7701
. or 800-218-8160
Tax-exempt organization registration 410-260-7980
. or 800-638-2937

Motor-fuel, Alcohol & Tobacco Tax Unit

P.O. Box 2999
Annapolis, MD 21404-2999

Motor-fuel Licensing & Registration 410-260-7980
. or 800-638-2937
Motor Carrier & IFTA Licensing 410-260-7980
. or 800-638-2937
Alcohol & Tobacco Licenses & Permits 410-260-7980
. or 800-638-2937

Annapolis area office (by appointment only)

60 West St., Ste., 102 410-260-7980
Annapolis, MD 21401-2434 or 800-638-2937

- Admissions and amusement tax
- Bay Restoration Fee
- Central registration
- Employer withholding tax
- Sales and use tax
- Tire recycling fee

Maryland Cannabis Administration

849 International Drive Suite 450,
Linthicum, MD 21090
Email: mmcc.maryland.gov/Pages/contact-us3.aspx

Maryland Alcohol, Tobacco, & Cannabis Commission

1215 East Fort Ave., Suite 300,
Baltimore, MD 21230
Phone: (410) 260-7104

Website: msa.maryland.gov/msa/mdmanual/25ind/html/01alcolf.html

OTHER AGENCIES

Department of Agriculture

50 Harry S. Truman Parkway 410-841-5700
Annapolis, MD 21401 or 800-492-5590
. mda.maryland.gov
Conservation tillage equipment certification 410-841-5866

Department of Assessments & Taxation

301 W. Preston Street, Room 801
Baltimore, MD 21201-2395

. dat.maryland.gov
Charter/incorporation information 410-767-1350
Public service company franchise tax 410-767-1940
New corporation information 410-767-1350
Resident agent information 410-767-1330
Personal property tax assessments 410-767-1170
. or 888-246-5941
Property tax credits 410-767-4433

Department of Commerce

401 E. Pratt St. 410-767-6300
Baltimore, MD 21202 or 888-246-6736

. commerce.maryland.gov
Tax Incentives 410-767-6438

Department of Labor

1100 N. Eutaw Street, Room 414
Baltimore, MD 21201 410-767-2000

. dlr.maryland.gov
Contributions 800-492-5524
Unemployment insurance 410-767-3246
. or 800-827-4839

Enterprise Zones -

Economically disadvantaged employee
certification 410-767-2047
Job services 410-767-2173

Department of the Environment

1800 Washington Blvd. 410-537-3000
Baltimore, MD 21230 or 800-633-6101

. mde.maryland.gov
Air management and radiation
(oil furnace conversion) 410-537-3260
Asbestos 410-537-3200

Chesapeake Employer's Insurance Company

8722 Loch Raven Boulevard 410-494-2000
Towson, MD 21286-2235 or 800-264-4943

. ceiwc.com

Maryland Insurance Administration

200 St. Paul Place, Suite 2700
Baltimore, MD 21202

. insurance.maryland.gov
Insurance company premium tax 410-468-2000
. or 800-492-6116

Department of Natural Resources

Tawes State Office Building
580 Taylor Avenue
Annapolis, MD 21401-2397

. dnr.maryland.gov
Reforestation & timber stand
improvement information 410-260-8531

Utility surcharges

911 Telephone System Surcharge 410-585-3018
Environmental Surcharge on Electricity 410-767-8090
Telecommunications Access Surcharge 410-767-6960
. or 800-552-7724

Workers' Compensation Commission

10 East Baltimore Street 410-864-5100
Baltimore, MD 21202 or 800-492-0479

. wcc.state.md.us