

Personal Property Return

The following information is provided to assist in preparation of the Maryland Personal Property Return. Even though most PTAs have no personal property this form must be filed to maintain incorporation status.

New in 2015 – the Personal Property Return can now be filed electronically. (See direction at the end). Also, unless a local indicated such on the 2015 form, Personal Property Returns will no longer be mailed and must be obtained online.

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- In the block at the upper part of the page – check the box for “Domestic Non-Stock Corporation.
- Enter the name and address. If there is a change of address, check the block indicating a change of address.
- Enter the PTA’s email address is applicable
- Enter the Department ID Number-
- Enter the Federal Employer Identification Number
- Enter the Date of Incorporation or Formation.
- Enter Maryland as the State of Incorporation or Formation.
- Enter 813000 as the Federal Principal Business Code.
- Trading as Name should only be completed if a Trading as Name was indicated on the initial incorporation application.
- Place a check in the box if you want next year’s form mailed.

Section I, A. The answer is “Yes” and the date is when the PTA started.

Section I, B. Examples of responses to this line are “Educational Support” or “PTA Meetings, workshops, etc...”.

Section I, C. The answer is usually “No”

Section I, D. The answer is “No”

Section I, E. Complete the information for both officers (providing home addresses) and the remainder of your Board of Directors

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Section II. “X” off Section II, if the response to Section I C was “No”

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Section III, A. Insert the amount of the total gross sales for the **calendar year**. The response to the second part of the question could be **“We support the education of the students in our school, distribute information by flyer or newsletter, use the school as a base of operation and maintain only a minimal amount of supplies”**.

Section III, B. Complete the beginning and ending date of your PTA’s fiscal year. This can be found in your bylaws but is July 1 through June 30 for most PTAs.

Section III, C. The response is usually “N/A”

Section III, D. The response is usually “No” to the first question and blank for the second

Section III, E. The response is usually “No”

Section III, F. The response is usually “No”

Forms 4a, 4b and 4c are not applicable for most PTA’s

The president signs and dates the form. Please retain a copy for your records and submit a copy to Maryland PTA.

Mail the completed form to:

State of Maryland
Department of Assessments and Taxation
Business Personal Property Division
P.O. Box 17052
Baltimore, Maryland 21297-1052

PTAs may also request a 60 day extension. You can request an extension on-line for free by April 15. The processing fee for a mailed paper extension request is a non-refundable \$20 and is due by March 15th.

Completing the electronically submitted version. (Directions are for the 2015 year and may have changed slightly.)

In order to utilize this process, you must register with a user name that must have at least one upper case letter and one numeral and a 7 character password consisting of three of the following: upper case, lower case, numeral, or special character

It appears that there is a convenience fee of \$9.

Business Property Used by Others

Does the business own property that is used or held by others as lessee, consignee or otherwise? *Answer: No*

Department ID Number

Enter ID number, Search

Business Name and Mailing Address – make corrections as necessary

Business Identification – complete optional information for Federal ID and Business code

Check the box at the bottom if you want a form mailed next year

Business Information

Officers: Click “Add Officer” to enter each of your officers. (Home address required)

Directors: Click “Add Director” to enter each of your directors.

Personal Property Information

Business in Maryland

Is any business conducted in Maryland? *Answer "Yes"*. Then fill in Date business began and Nature of business.

Does the business own, lease or use personal property located in Maryland? *Answer "No"* unless you have personal property

Total Gross Sales

Total Gross Sales, or amount of business transacted during 2014 in Maryland. *Enter Amount*

Personal Property

Does this business have sales in Maryland and not report any personal property? *Answer is generally "Yes"*

Is this business using the personal property of another business? *Answer "Yes"* and then enter the name and address of the school.

Does this business operate on a fiscal year? *Answer "Yes"* and then enter the beginning and end dates.

If this is the business' first Maryland personal property return, does it succeed an established business? *Answer "No"*

Depreciated/Expensed Personal Property

Answer "No" to all questions unless you have personal property.

You should not be required to submit a balance sheet.

File Upload - You should have no files to upload.

Review - Review all data submitted.

Signature

Certification Statement

Specify who you are:

Select: "I am the [Corporate Officer/Officer] responsible for filing this return"

Complete the information requested.