

Personal Property Return
As of January 1, 2003
Due April 15, 2003

2003
Form 1
Page 1 of 4

Date Received
 by Department

CHECK ONE	Type of Corporation	ID # Prefix	Filing Fee	Type of Other Business Entity	ID # Prefix	Filing Fee
	<input type="checkbox"/> Domestic Stock	(D)	\$300	<input type="checkbox"/> Domestic Limited Liability Company	(W)	\$300
	<input type="checkbox"/> Foreign Stock	(F)	\$300	<input type="checkbox"/> Foreign Limited Liability Company	(Z)	\$300
	<input type="checkbox"/> Domestic Non-Stock	(D)	- 0 -	<input type="checkbox"/> Domestic Limited Partnership	(M)	\$300
	<input type="checkbox"/> Foreign Non-Stock	(F)	- 0 -	<input type="checkbox"/> Foreign Limited Partnership	(P)	\$300
	<input type="checkbox"/> Foreign Insurance	(F)	- 0 -	<input type="checkbox"/> Domestic Limited Liability Partnership	(A)	\$300
	<input type="checkbox"/> Foreign Interstate	(F)	- 0 -	<input type="checkbox"/> Foreign Limited Liability Partnership	(E)	\$300
			<input type="checkbox"/> Business Trust	(B)	- 0 -	
			<input type="checkbox"/> Real Estate Investment Trust	(D)	\$300	

Make Address Corrections Here → Name of Business Mailing Address

Check here if this is a change of address

DEPARTMENT ID NUMBER ID# <input type="checkbox"/> PREFIX <input type="checkbox"/>		FEDERAL EMPLOYER IDENTIFICATION NUMBER	
DATE OF INCORPORATION OR FORMATION	STATE OF INCORPORATION OR FORMATION	FEDERAL PRINCIPAL BUSINESS CODE	
TRADING AS NAME		<input type="checkbox"/> Check here if you use a preparer and do not want personal property forms mailed to you next year.	

DETACH TOGETHER PAGES 1-4 AT PERFORATION INCLUDE DEPARTMENT ID NUMBER ON CHECK PLEASE STAPLE CHECK HERE

SECTION I

- A. Is any business conducted in Maryland? _____ Date began: _____
(Yes or No)
- B. Nature of business conducted in Maryland: _____
- C. Does the business own, lease or use personal property located in Maryland? _____ If No, skip SECTION II.
(Yes or No)

ONLY CORPORATIONS COMPLETE ITEMS D AND E BELOW

- D. Does the charter of the corporation authorize the issuance of capital stock? _____ If yes, include \$300 Filing Fee.
(Yes or No)
- E. Names and addresses of officers and names of directors (type or print):

OFFICERS		
Names		Addresses
President _____		_____
Vice-President _____		_____
Secretary _____		_____
Treasurer _____		_____

DIRECTORS	
Names	Names
_____	_____
_____	_____
_____	_____
_____	_____

Type or Print Department ID Number Here ID # PREFIX

BUSINESS TANGIBLE PERSONAL PROPERTY LOCATED IN MARYLAND

EACH QUESTION MUST BE ANSWERED—SEE INSTRUCTIONS

ROUND CENTS TO THE NEAREST WHOLE DOLLAR

2003

Form 1
continued
Page 2 of 4

SECTION II

A. IMPORTANT: Show exact location of all personal property owned and used in the State of Maryland, including county, town, and street address (P.O. Boxes are not acceptable). This assures proper distribution of assessments. If property is located in two or more jurisdictions, provide breakdown by locations by completing additional copies of Section II for each location.

(County)

(Address, Number and Street)
(Zip Code)

Check here if this location has changed from the 2002 return

(Incorporated Town)

Is the property located inside the limits of an incorporated town? _____
(Yes or No)

Note: If all of the personal property of this business is located entirely in the following four exempt counties: Frederick, Kent, Queen Anne's, or Talbot, you may be eligible to skip the remainder of Section II. Refer to Specific Instructions, Section II, A for more information.

① **Furniture, fixtures, tools, machinery and equipment not used for manufacturing or research and development.** State the original cost of the property by year of acquisition and category of property as described in the Depreciation Rate Chart on page 4. Include all fully depreciated property and property expensed under IRS rules.

Columns B through G require an explanation of the type of property being reported. Use the lines provided below. If additional space is needed, provide a supplemental schedule. Failure to explain the type of property will result in the property being treated as Category A property (see instructions for example). **Refer to the 2003 Depreciation Rate Chart on page 4 for computer equipment rates for categories B and D.**

	ORIGINAL COST BY YEAR OF ACQUISITION							TOTAL COST
	A	SPECIAL DEPRECIATION RATES (SEE PAGE 4)					G	
		B	C	D	E	F		
2002								
2001								
2000								
1999								
1998								
1997								
1996								
1995 and prior								
TOTAL COST COLUMNS A-G →								

DESCRIBE **B** through **G** PROPERTY HERE:

② **Commercial Inventory.** Furnish an average of 12 monthly inventory values taken in Maryland during 2002 at cost or market value of merchandise and stock in trade. Include products manufactured by the business and held for retail sale and inventory held on consignment. (Do not include raw materials or supplies used in manufacturing.) Note: LIFO prohibited in computing inventory value.

Average Commercial Inventory	Furnish from the latest Maryland Income Tax return:
\$	Opening Inventory - date _____ amount \$ _____
	Closing Inventory - date _____ amount \$ _____

Note: Businesses that need a Trader's License must report commercial inventory here.

③ **Supplies.** Furnish the average cost of consumable items not held for sale (e.g., contractor's supplies, office supplies, etc.).

Average Cost

\$

④ **Manufacturing/Research and Development (R&D) Inventory.** Furnish an average of 12 monthly inventory values taken in Maryland during 2002 at cost or market value of raw materials, supplies, goods in process and finished products used in and resulting from manufacturing/R&D by the business. (Do not include manufactured products held for retail sale.)

Average Manufacturing/R&D Inventory	Furnish from the latest Maryland Income Tax return:
\$	Opening Inventory - date _____ amount \$ _____
	Closing Inventory - date _____ amount \$ _____

5 Tools, machinery and 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 on or before September 1, 2003 before an exemption can be granted. Contact the Department or visit www.dat.state.md.us for an application.

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.

Table with 4 columns and 4 rows for 'ORIGINAL COST BY YEAR OF ACQUISITION' covering years 2002, 2001, 2000, and 1999.

TOTAL COST \$ []

6 Vehicles with Interchangeable Registration (dealer, recycler, finance company, special mobile equipment, and transporter plates) and unregistered vehicles should be reported here. See specific instructions.

Table with 4 columns and 2 rows for 'ORIGINAL COST BY YEAR OF ACQUISITION' covering years 2002, 2001, and 1999.

TOTAL COST \$ []

7 Non-farming livestock \$ [] (Book Value) \$ [] (Market Value)

8 Other personal property Total Cost \$ []
File separate schedule giving a description of property, original cost and the date of acquisition.

9 Property owned by others and used or held by the business as lessee or otherwise . . . Total Cost \$ []
File separate schedule showing names and addresses of owners, lease number, description of property, installation date and separate cost in each case.

10 Property owned by the business but used or held by others as lessee or otherwise. . . Total Cost \$ []
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.

SECTION III This Section must be completed.

A. Total Gross Sales, or amount of business transacted during 2002 in Maryland: \$ []
If the business has sales in Maryland and does not report any personal property, explain how the business is conducted without personal property. If the business is using the personal property of another business, provide the name and address of that business.

B. If the business operates on a fiscal year, state beginning and ending dates: []

C. If this is the business' first Maryland personal property return, state whether or not it succeeds an established business and give name: []

D. 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

E. Does the submitted balance sheet or depreciation schedule reflect personal property located outside of Maryland? []yes []no
If yes, reconcile it with this return.

F. Has the business disposed of assets or transferred assets in or out of Maryland during 2002? []yes []no If yes, complete Form 4C (Disposal and Transfer Reconciliation).

PLEASE READ "IMPORTANT REMINDERS" ON PAGE 4 BEFORE SIGNING

I declare under the penalties of perjury, pursuant to Tax-Property Article 1-201 of the Annotated Code of Maryland, that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

NAME OF FIRM, OTHER THAN TAXPAYER, PREPARING THIS RETURN

PRINT OR TYPE NAME OF CORPORATE OFFICER OR PRINCIPAL OF OTHER ENTITY TITLE

X SIGNATURE OF PREPARER DATE

X SIGNATURE OF CORPORATE OFFICER OR PRINCIPAL DATE

() PREPARER'S PHONE NUMBER

() BUSINESS PHONE NUMBER

IMPORTANT REMINDERS

- **Manufacturing/R&D application** deadline is September 1, 2003. A manufacturing exemption cannot be granted unless a timely application is filed. Once filed, no additional applications are required in subsequent years.
- Entities requesting a revised assessment due to other **missed exemptions** (vehicles, software, charitable organizations, etc.) must file that request within three years of the April 15th date the return was originally due.
- Do not prepay late filing penalties.
- Business entities that require a Trader's License must report commercial inventory on line item ②.
- This return must be accompanied by Form 4A (Balance Sheet) or latest available balance sheet, and Form 4B (Depreciation Schedule), unless the business does not own any personal property in Maryland. All information on pages 2 and 3 of this report and supporting schedules are held confidential by the Department and are not available for public inspection. Page 1 is public record (Tax-Property Article 2-212).
- If you discontinued business prior to January 1, 2003, notify the Department immediately, stating to whom and the date all personal property was sold. If the business is sold on or after January 1, 2003 and before July 1, 2003, submit statement of sale, including value of personal property, date of sale, name and address of the buyer on or before October 1, 2003.
- File the pre-addressed return to ensure proper posting to your account.
- This return must be signed by an officer or principal of the business.
- Make check for filing fee payable to Department of Assessments and Taxation. Place the Department ID number on the check.
- Place the Department ID number on page 1 if the pre-addressed return is not used.

LATE FILING PENALTY
DO NOT PAY PENALTIES AT TIME OF FILING RETURN

- A business which files an annual return postmarked after the due date of April 15, 2003 will receive an initial penalty of 1/10 of one percent of the county assessment, plus interest at the rate of two percent of the initial penalty amount for each 30 days or part thereof that the return is late.
- Businesses which fail to file this report will receive estimated assessments which will be twice the estimated value of the personal property owned. In addition, failure to file this report will result in forfeiture of the charter or qualification of the corporation or other business entity.

DEPRECIATION RATE CHART FOR 2003 RETURNS

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, canned software.

Category E: 33% 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 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.

DATE OF ASSESSMENT NOTIFICATION	OFFICE USE ONLY



Instructions for 2003 Form 1 Personal Property Return

2003

General Information and Requirements

State of Maryland • Department of Assessments and Taxation • Personal Property Division • 301 West Preston Street, Room 801 • Baltimore Maryland 21201-2395

1) WHO MUST FILE A RETURN

A Maryland personal property return (Form 1) must be filed by all businesses that are incorporated, qualified or registered to do business in the State of Maryland. This includes corporations, limited liability partnerships (LLP), limited liability companies (LLC), limited partnerships (LP), business trusts, and real estate investment trusts (REIT). This return is required even if the business owns no property in the State or has not conducted any business activity during the year. A business which fails to file this return will receive an estimated assessment which will be twice the estimated value of the personal property owned. In addition, failure to file will result in forfeiture of the charter of a domestic corporation or forfeiture of the right to do business in the State of a foreign corporation, LLC, LLP, LP, business trust, or REIT.

A domestic corporation is organized and exists under the laws of the State of Maryland. A foreign corporation is one incorporated outside the State of Maryland and qualified or registered to do business in the State. A limited liability partnership is an entity that has filed a certificate of limited liability partnership. A limited liability company is an entity that has filed Articles of Organization. A limited partnership is an entity that has filed a certificate of limited partnership. A business trust is an entity that has filed a certificate of trust. A real estate investment trust is an entity that has filed a declaration of trust. Churches that are incorporated need only complete page 1 and the signature section on page 3.

2) WHEN AND WHERE TO FILE

At the beginning of each year, the Department mails a personal property return to all active businesses on record. If the business does not receive a return, it is still responsible for obtaining and filing a return on time. The due date for filing is April 15, 2003. Returns are to be sent to the Department of Assessments and Taxation, Personal Property Division, 301 W. Preston Street, Baltimore, Maryland 21201-2395.

3) EXTENSION OF TIME TO FILE

The Department may grant a sixty (60) day extension to file the return. Extensions can be filed via our web site www.dat.state.md.us. This option offers Department ID number look-up, extension verification, confirmation numbers and recall lists by confirmation number. Extensions may also be obtained by telephone using our automated extension service (410) 767-0937 or (888) 246-5941 within Maryland. The telephone system also provides fax back verification of approved extensions. Both options are operational for extension requests 24 hours per day beginning February 1, 2003 through April 15, 2003.

Use the extension form provided in this booklet for all written extension requests. Approved extensions will be recorded by the Department but will not be returned. Retain a copy of the extension request for your records. The Department ID Number must be provided to ensure proper recording of any extension request. Do not list the business' Federal Employer Identification Number (EIN) on this form. No additional extension to file will be allowed after the sixty (60) days. Written requests for extensions must be received or postmarked on or before April 15, 2003. Extensions approved by the Internal Revenue Service or Maryland Comptroller of the Treasury for income tax returns will not be accepted.

4) FORMS/PRE-ADDRESSED RETURNS

To ensure proper posting to your account, please file the pre-addressed return. The pre-addressed return contains your Department ID number. Please use this number in all communications with the Department. This number should also appear on all checks accompanying the return.

5) NAME CHANGES

Name changes must be made by amending the business' organizing document with the Department's Charter Division.

6) MAILING ADDRESS CHANGES

Make necessary address corrections on the label and check the address correction box on page 1 of the return.

7) ANNUAL REPORT FILING FEES

The filing fee for the privilege of maintaining a legal entity's existence in Maryland has increased to \$300 for most legal entities. The fee is due even if the entity does not own any property in the State, or did not conduct any business during 2002. Checks should be made payable to the Department of Assessment and Taxation. Corporations not authorized to issue stock, business trusts, churches, foreign interstate companies and foreign insurance companies are not required to pay a filing fee. Refer to the chart below for the proper filing fees:

Type of Business	ID # Prefix	Filing Fee Amount
Domestic Stock Corporation	(D)	\$300.00
Foreign Stock Corporation	(F)	\$300.00
Domestic Non-Stock Corporation	(D)	\$ 0.00
Foreign Non-Stock Corporation	(F)	\$ 0.00
Foreign Insurance Corporation	(F)	\$ 0.00
Foreign Interstate Corporation	(F)	\$ 0.00
Domestic Limited Liability Company	(W)	\$300.00
Foreign Limited Liability Company	(Z)	\$300.00
Domestic Limited Partnership	(M)	\$300.00
Foreign Limited Partnership	(P)	\$300.00
Domestic Limited Liability Partnership	(A)	\$300.00
Foreign Limited Liability Partnership	(E)	\$300.00
Business Trust	(B)	\$ 0.00
Real Estate Investment Trust	(D)	\$300.00
Amended Returns For Any Of The Above		\$ 0.00

8) LATE FILING PENALTIES

A business which files an annual return postmarked after the due date of April 15, 2003 will receive an initial penalty of 1/10 of one percent of the county assessment, plus interest at the rate of two percent of the initial penalty amount for each thirty (30) days or part thereof that the return is late. If returns are filed late, do not prepay penalties. They will be assessed at a later date.

9) PERIOD COVERED

All returns shall cover the calendar year regardless of any fiscal year. All information required in this return shall be given as of January 1, 2003 except line items ② and ④ which refer to the twelve calendar months of 2002. This return must be accompanied by Form 4A and 4B (Balance Sheet and Depreciation Schedule) provided with the return unless the business does not own any personal property in Maryland. A substitute Balance Sheet, including Schedule L from IRS Form 1120, may be used, however Form 4B (Depreciation Schedule) must be completed. Information supplied on the second, third and fourth pages and enclosures are not open to public inspection. If the Balance Sheet reflects property outside the State of Maryland, please reconcile with the property reported on the return.

10) WHAT MUST BE REPORTED

Generally all tangible personal property owned, leased, consigned or used by the business and located within the State of Maryland on January 1, 2003 must be reported. Property not in use must still be reported. All fully depreciated and expensed personal property must also be reported. Personal property includes but is not limited to office and plant furniture, machinery, equipment, tools, furnishings, inventory, and all other property not considered part of the real estate.

Personal property in this State (other than operating property of railroads and public utilities) falls into two subclasses:

Stock in business or inventory is goods held by a taxpayer for sale and goods placed on consignment to another for sale in the expectation of a quick turnover. Stock in business does not include goods manufactured

by the taxpayer but held by the taxpayer for purposes other than sale or goods manufactured by the taxpayer but placed in possession and control of another as in the case of leased property. Stock in business is assessed at cost or market value whichever is lower. **LIFO** method of valuation is prohibited.

All other personal property includes all personal property other than inventory and is assessed at full cash value. Taxpayers shall report such property which has been acquired by purchase at cost in the year of acquisition. Taxpayers shall report such property which has been acquired other than by purchase (including property manufactured by the taxpayer) at what the property would have sold for in the year of acquisition. To assess "all other personal property" the Department generally applies a 10% rate of depreciation per annum to the reported property. Exceptions to the 10% rate can be found on the Depreciation Rate Chart on page four (4). Normally, property will not be depreciated below 25% of the original cost.

All questions must be answered in full unless the business does not own, lease, or use personal property and answers Section I question C no. If the reporting taxpayer does not own the class of property covered by any question, the word "**none**" or the figure "**0**" should be written in the appropriate blank space. Estimated assessments may be issued when questions remain unanswered or the answers are incomplete or evasive. Real property is not to be reported on the return.

11) EXEMPTIONS

Property tax exemptions provided by statute shall be strictly construed. Before an exemption can be obtained the taxpayer must show affirmatively that the exemption is clearly allowed.

New legislation passed by the 2002 General Assembly changed the rules on back year assessment corrections effective 07/01/2002. This law repealed the sections for petition for review and the one year limit on missed exemption claims. Businesses may now file amended returns to correct reporting errors or claim missed exemptions (except for missed manufacturing exemptions) within three years of the April 15th date that the return was originally due.

For manufacturing exemption requests, an application must be submitted on or before September 1, 2003 in order to qualify for the current tax year. No manufacturing exemption can be granted unless a timely application is filed. Once filed, no additional manufacturing applications are required in subsequent years.

All personal property owned by certain organizations, including religious groups, government, non-profit educational institutions, non-profit charitable organizations, non-profit hospitals, cemetery and mausoleum companies, and certain other organizations or groups which meet certain "strict use" criteria is exempt. These are referred to as exempt organizations and are fully exempt throughout Maryland from any assessment and taxation. To obtain this type of exemption, an organization must submit written information detailing its operation. If the organization is required to file an IRS Form 990 it should be included with the written information. It should be noted that because the laws differ, organizations granted exempt status by the Internal Revenue Service are not necessarily exempt from personal property taxation in Maryland.

In addition, State law requires that certain types of personal property be fully exempt throughout Maryland from any assessment and taxation. These include aircraft, farming implements, residential (non-business) property, most registered vehicles, boats not more than 100 feet in length, customized computer software, intangible personal property (e.g., stocks, bonds, patents, goodwill, trademarks, etc.).

Businesses owning exempt personal property described above should report the total cost of that property on form 4B (Depreciation Schedule), line 11. Do not report this type of property on the Form 1.

Full or partial exemptions may apply depending on the location of the property for: manufacturing/R&D machinery and equipment, manufacturing/R&D inventory and commercial inventory. Contact the Department's web site for a complete listing of these exemptions.

The law specifically includes the following activities as part of the manufacturing process: (1) the identification, design or genetic engineering of biological materials for research or manufacture; and (2) the design, development or creation of computer software for sale, lease or license.

12) ROUNDING

Round cents to the nearest whole dollar. Fifty cents and above should be rounded to the next highest dollar.

13) AUDIT OF RETURN

All personal property assessments, and any information, and figures reported on the personal property return, accompanying schedules and related documents are subject to audit. As a result of such audits, the Department may issue corrected assessments.

14) TRANSFER OF PROPERTY

If a business transfers, sells, or disposes of all personal property *on or after January 1, 2003 and before July 1, 2003*, it must notify the Department in writing on or before October 1, 2003. The notification must contain an itemized description of the property involved, the date and manner of transfer and name(s) and address of the new owner(s) of the property, the consideration received, and a copy of the sales agreement (if available). Upon proper notification and compliance with Section 10-402 of the Tax Property Article, the assessment shall be transferred to the new owner(s).

15) OUT OF BUSINESS

If a business discontinues operations or goes "out of business" prior to January 1, 2003, and has not filed Articles of Dissolution (Domestic Corporations), an Application for Termination (Foreign Corporations), a Certificate of Cancellation (LLC) or a Withdrawal Notice (LLP, LP) with the Department's Charter Division, a return or letter of explanation detailing the date the business ceased operations and what happened to the property must be filed. Failure to provide this information will result in an estimated assessment being made against the business. Businesses that have not filed Articles of Dissolution, an Application for Termination, a Certificate of Cancellation or a Withdrawal Notice are legally active until they do so or until their charters are forfeited (Domestic Corporations) or their authority to do business is forfeited (Foreign Corporations, LLCs, LLPs, LPs, business trusts, and REITs).

16) AMENDED RETURNS

Amended returns must be accompanied by information explaining why the amended return is being filed and reconciling the differences with the original return. Write the word "AMENDED" across the top of page 1 of the return. Do not send another filing fee with an amended return.

17) RETURNS TO BE SUBMITTED ON DEPARTMENT'S FORMS

Title 18, Subtitle 03, Chapter 02 of the Maryland Code of Regulations requires returns to be submitted using the forms furnished by the Department or on photocopies that are on paper of like size, color and texture as the form supplied by the Department. All photocopies are to be arranged in the same order as the form furnished. All returns must be signed by an officer of the corporation or principal of other entities. The signature must be original and not a copy.

INFORMATION AND ASSISTANCE

Additional Forms	(410) 767-1180
Form preparation and assessment procedures:	
Corporations, LLCs, LLPs, LPs, Business Trusts, REITs	(410) 767-1170
Fax	(410) 333-5512
Extensions by Internet	www.dat.state.md.us
Extensions by Telephone	(410) 767-0937
Charter Division:	
Charter Information	(410) 767-1330
Incorporation, Qualification, Revivals & Dissolutions	(410) 767-1340
MRS (Maryland Relay Service for speech and hearing impaired)	1-800-735-2258 TT/VOICE
Internet Site	wwwdat.state.md.us
E-mail Address	webmaster@dat.state.md.us
Toll Free within Maryland	(888) 246-5941

Specific Instructions - 2003 Form 1

Check the type of business entity and complete the legal name of the business entity, mailing address, Department ID #, federal employer ID #, date and state of incorporation/formation, federal principal business code, and trading as name (if different than legal name of business).

SECTION I

- A. Answer yes if the business operates in Maryland. Provide the date business activity began.
- B. Provide a brief explanation of business activity in Maryland (e.g. restaurant, legal service, construction, etc.).
- C. Answer yes if the business owns, leases, or uses personal property relating to any business activity (including non-profit operations). Answer no if the business does not own, lease or use personal property in the state and skip Section II.
Questions D and E refer to corporations only.
- D. If the corporate charter authorized the issuance of capital stock, a \$100 filing fee must accompany the return. If a corporation is authorized to issue stock but has not issued any, the fee is still required.
- E. List the names and addresses of the current officers and the names of the current directors.

SECTION II

- A. **Exact Location.** Since local tax rates and exemptions differ in each county and in each incorporated town, the location of tangible personal property, including the street address, must be clearly indicated. Post Office Box numbers are not acceptable. If property is located in an incorporated town, supply the name of the town. An incorporated town has its own government and defined municipal boundaries. Inventory is deemed permanently located where the business is conducted. If property is located in two or more jurisdictions supply a breakdown by locations by completing additional copies of Section II for each location.

Businesses not needing a trader's license and located entirely in the exempt jurisdictions listed below may skip Section II, line items ① through ⑩ and Forms 4A, 4B, and 4C.

Frederick County	Kent County	Queen Anne's County	Talbot County
The business must not be located within any town.	The business must not be located within a town except the exempt towns of Chestertown, Galena or Millington.	The business must not be located within a town except the exempt towns of Centreville or Millington.	The business must not be located within a town except the exempt town of Oxford.

EXEMPT COUNTIES AND INCORPORATED TOWNS

If you meet the above location requirements, but need a trader's license, you should complete Section II, Part A and line item ② Commercial Inventory only, and then skip to Section III.

LINE ITEM ①

Furniture, fixtures, tools, machinery and equipment not used for manufacturing or research and development. Includes but is not limited to office furniture, fixtures and equipment, factory equipment and machinery, shelves, signs, counters, etc. (Report non-exempt vehicles on Line Item ⑥).

This form allows detailed reporting of property which falls under the different rates of depreciation. All property is to be reported under Category A unless specifically listed in another category.

Refer to the Depreciation Rate Chart on page 4 to determine where property owned by the business should be reported (see sample below). Property reported in columns B through G requires a detailed description (e.g., Column C - Vending Machines, Copiers, etc.). Failure to provide the required detail will result in the reported property being assessed at 10% rate of depreciation.

This property shall be reported at original cost in the year of acquisition without deduction of depreciation, investment credit or trade-in of previously owned property. Include all fully depreciated personal property and property expensed under IRS Rules.

EXAMPLE

Property reported on this line item should be placed under the proper depreciation rate column by the year of acquisition. An example of the correct method of filling out this section is provided for reference. Property reported in categories B through G require an explanation on the lines provided below the box. If additional space is needed to show the necessary detail, attach a supplemental schedule

	ORIGINAL COST BY YEAR OF ACQUISITION							TOTAL COST
	A	SPECIAL DEPRECIATION RATES (SEE PAGE 4)						
	B	C	D	E	F	G		
2002	1,150				12,600			13,750
2001	3,104				8,400			11,504
2000	1,500			5,261				6,761
1999								
1998			2,500					2,500
1997	9,127		500					9,627
1996								
1995 and prior								
TOTAL COST COLUMNS A-G →								44,142

DESCRIBE B THROUGH G PROPERTY HERE: Category C - 1997 Vending Machine; Category C - 1998 Copier \$2,000, Fax \$500; Category D - 2000 Personal Computer; Category E - 2002, 2001 Rental Video Tapes

LINE ITEM ②

Commercial Inventory is merchandise and stock in trade available for sale. This includes manufactured products sold at retail by the manufacturer. An average of twelve (12) monthly inventories should be reported including two (2) physical inventories. Book inventories may be used for months when physical inventories were not taken. Values are to be reported at cost or market value. The LIFO method is prohibited in computing values. If there are multiple locations of inventory in Maryland they must be reported by each location. **Business entities that need a Trader's License must report commercial inventory.**

Rental equipment including but not limited to video tapes, stereos, televisions, tools, appliances and furniture is not considered commercial inventory. These assets must be reported in Section II line item ①.

Leased property and off rent equipment are not considered commercial inventory and should be reported under Section II line item ⑩ and ⑨ respectively.

LINE ITEM ③

Supplies. Supplies are consumable items not held for sale (e.g., contractor's supplies, office supplies, etc.). Report the average cost.

LINE ITEM ④

Manufacturing/R&D Inventory is raw materials, supplies, goods in process and finished products used in and resulting from manufacturing/R&D by the business. Include manufactured products sold at retail by the manufacturer under line item ②, commercial inventory. An average of twelve (12) monthly inventories should be reported including two (2) physical inventories. Book inventories may be used for months when physical inventories were not taken. Values are to be reported at cost or market value. The LIFO method is prohibited in computing values. If there are multiple locations of inventory in Maryland they must be reported by each location.

LINE ITEM ⑤

Tools, machinery and equipment used for manufacturing or research and development. Answer this question in detail even though such property may be law or resolution be exempt. Reporting property on this line item is not a substitute for a manufacturing application. If exemption is claimed for the first time, a manufacturing/research & development exemption application must be submitted on or before **September 1, 2003 before the exemption can be granted.** Contact the Department or visit our web site at www.dat.state.md.us to obtain an application. This property shall be reported at original cost in the year of acquisition without deduction of depreciation, investment credit or trade-in of previously owned property. Include all fully depreciated personal property and property expensed under IRS rules.

For manufacturing the primary test for exemption requires substantially transforming, or a substantial step in the process of substantially transforming tangible personal property into a new and different article by use of labor or machinery. The term manufacturing does not include products mainly intellectual, artistic or clerical in nature, services, public utility services, or property used primarily in administration, management, sales, storage, shipping, receiving or any other non-manufacturing activity.

Research and development means basic and applied research in the sciences and engineering, and the design, development and governmentally required pre-market testing of prototypes, products, and processes. Research and development activities are exempt whether or not the company has a product for sale.

The following activities do not constitute research and development: market research; research in social sciences, psychology, or other nontechnical activities; routine product testing; service activities; sales; or research and development of a public utility.

LINE ITEM ⑥

Vehicles. Itemize motor vehicles with Interchangeable Registrations and vehicles that are unregistered. Interchangeable Registrations include: dealer plates (Class 1A, 1B, 1C); recycler plates (Class 2); finance company plates (Class 3); special mobile equipment plates (Class 4); and transporter plates (Class 5). This property shall be reported at original cost in the year of acquisition without deduction of depreciation, investment credit or trade-in of previously owned property. Include all fully depreciated personal property and property expensed under IRS rules.

Vehicles registered in Maryland and classified in one of the following are exempt: Passenger cars (Class A); For hire vehicles (Class B); Funeral or ambulance vehicles (Class C); Motorcycles (Class D); Single unit, Dump, Tow, and Farm Trucks (Class E); Truck tractors (Class F), Trailers and Semi-trailers (Class G), School vehicles (Class H), Passenger buses (Class I and P); Vanpool (Class J); Farm vehicles (Class K); Historic vehicles (Class L); Multipurpose vehicles (Class M); Street rods (Class N); Limousine vehicles (Class Q). Vehicles registered outside Maryland may be exempt. Exempt vehicles include those registered in another taxing jurisdiction and of a classification described in Title 13, Subtitle 9, Part II of the Maryland Transportation Article (Class A-Q listed above). Exempt vehicles should be included on form 4B, line 11.

LINE ITEM ⑦

Non-farming livestock. Report book value and market value.

LINE ITEM ⑧

Other tangible personal property. Include other tangible personal property not reported elsewhere on this return. Report total cost on the return and supply a separate schedule giving a description, the cost and the date of acquisition of the property (e.g. artwork, antiques, linen, china, silverware, etc.).

LINE ITEM ⑨

Property owned by others and used or held by the business. All property that is not owned by the business but is held by the business as lessee, on consignment, or otherwise must be reported. A separate schedule showing the names and addresses of the owners, lease numbers, description of property, location of property, installation date and separate cost of assets must be supplied. If costs are not known, supply the terms of the lease including lease payment and number of months.

LINE ITEM ⑩

Property owned by business and used or held by others. All property that is owned by the business but is held by others as consignee, lessee or otherwise must be reported. A separate schedule showing the names and addresses of lessees, lease numbers, description of property, installation date and original cost by year of acquisition for each location must be supplied. Schedule should group leases by county where the property is located. Manufacturer lessors shall report property which has been acquired other than by purchase at the retail selling price in the year the property was manufactured (including property manufactured by a business for its own use) not at the cost of manufacture. All leased property must be reported, including manufacturing equipment, and property leased to tax exempt organizations. Property in this category should be reported on Line Item ⑩ not on Line Item ①.

SECTION III

- A. Total gross sales must include sales in Maryland and sales by the Maryland location to out of state purchasers as well as transfers from the Maryland location of the reporting business to out of state locations. If the business has sales in Maryland and does not report any personal property, explain how the business is conducted without personal property. If a business shares the property of another business that reports the personal property, supply the name and address of that business.
- B. List the beginning and ending fiscal year periods.
- C. If the business had an interest in the established business, (e.g., a sole proprietor that chooses to incorporate), the property must be reported at the original cost and original date of acquisition including all fully depreciated and expensed personal property. Provide the name of the business.
- D. All fully depreciated and expensed personal property must be reported on this return.
- E. If the submitted Balance Sheet or Depreciation Schedule contains property outside the State of Maryland, reconcile it with this return.
- F. If the business has disposed of assets or transferred assets in or out of the State during 2002, complete Form 4C (Disposal and Transfer Reconciliation).

SIGNATURE AND DATE

The return must be signed by an officer of the corporation or principal of other entity. This signature must be an original not a copy. The date should reflect the date the return was signed by the officer or principal and sent to the Department. Please include requested phone number to assist us in resolving potential discrepancies.

DEPRECIATION RATE CHART FOR 2003 RETURNS

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, canned software.

Category E: 33½% 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 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.