



Visit our Department's website for automated extension requests, recent announcements, forms, brochures and other information at:

www.dat.state.md.us

Search the Department's database for personal property and charter information on all business entities.

Important phone numbers:



Forms:	410-767-1180
Unincorporated Personal Property information	410-767-4991
Toll free (within Maryland):	888-246-5941
MRS:	800-735-2258TT/VOICE

Businesses may file 2 month extension requests via the Department's website.

Extensions of the filing deadline of up to 2 *months* can be granted if the requests are made on or before April 16th, 2012. The fastest, most reliable and convenient method is to visit our website. This option offers Department ID number look-up, extension verification, confirmation numbers and recall lists by confirmation number. Always print and keep a copy of the confirmation page. The Department will automatically accept it as evidence of a valid approved extension in case there is ever a problem. To request an extension, go to: www.dat.state.md.us and click on the extension link under "What's New". When you file for an extension via our website, do NOT also submit a paper extension request. Please file early to avoid possible delays due to the heavy usage of this system which occurs in the last week prior to April 16th.

IMPORTANT REMINDERS

- **Extension requests should be requested through the Department's website at www.dat.state.md.us . Paper extensions require a \$20 non-refundable processing fee and must be received or postmarked by March 15, 2012.**
- **The manufacturing/R&D application deadline is September 1, 2012. Exception for tax years beginning after June 30, 2009 - an exemption application may be filed within 6 months after the date of the first assessment notice for the taxable year that includes the manufacturing personal property. 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 due.**
- **Do not prepay late filing penalties.**
- **Personal property of home based sole proprietorships may be fully exempt if the total original cost of the property, including inventory and excluding licensed vehicles, is less than \$10,000. An initial return must be filed to receive this exemption.**
- **The home based business exemption can only be granted to businesses with a single individual as the owner.**
- **If the business needs a trader's license, commercial inventory (line item ②) must be reported.**
- **File the pre-addressed return to ensure proper posting to your account.**
- **The return must be signed by the owner or partner.**

THE FOLLOWING IS A LIST OF COUNTIES AND INCORPORATED TOWNS IN MARYLAND. IF A BUSINESS OWNS PERSONAL PROPERTY IN ANY OF THESE LOCATIONS, THE LOCATIONS SHOULD BE LISTED IN PART A, 3 OF FORM AT3-51.

ALLEGANY

Barton
Cumberland
Frostburg
Lonaconing
Luke
Midland
Westernport

ANNE ARUNDEL

Annapolis
Highland Beach

BALTIMORE CITY

BALTIMORE

No incorporated cities or towns

CALVERT

Chesapeake Beach
North Beach

CAROLINE

Denton
Federalsburg
Goldsboro
Greensboro
Henderson
Hillsboro
Marydel
Preston
Ridgely
Templeville

CARROLL

Hampstead
Manchester
Mount Airy
New Windsor
Sykesville
Taneytown
Union Bridge
Westminster

CECIL

Cecilton
Charlestown
Chesapeake City
Elkton
North East
Perryville
Port Deposit
Rising Sun

CHARLES

Indian Head
La Plata
Port Tobacco

DORCHESTER

Brookview
Cambridge
Church Creek
East New Market
Eldorado
Galestown
Hurlock
Secretary
Vienna

FREDERICK

Brunswick
Burkittsville
Emmitsburg
Frederick
Middletown
Mount Airy
Myersville
New Market
Rosemont
Thurmont
Walkersville
Woodsboro

GARRETT

Accident
Deer Park
Friendsville
Grantsville
Kitzmilller
Loch Lynn Heights
Mountain Lake Park
Oakland

HARFORD

Aberdeen
Bel Air
Havre de Grace

HOWARD

No incorporated cities or towns

KENT

Betterton
Chestertown
Galena
Millington
Rock Hall

MONTGOMERY

Barnesville
Brookeville
Chevy Chase Sec. 3
Chevy Chase Sec. 5
Chevy Chase View
Chevy Chase Village
Gaithersburg
Garrett Park
Glen Echo
Kensington
Laytonsville
Martin's Additions
North Chevy Chase
Poolesville
Rockville
Somerset
Takoma Park
Town of Chevy Chase
Washington Grove

PRINCE GEORGE'S

Berwyn Heights
Bladensburg
Bowie
Brentwood
Capitol Heights
Cheverly
College Park
Colmar Manor
Cottage City
District Heights
Eagle Harbor
Edmonston
Fairmount Heights
Forest Heights
Glenarden
Greenbelt
Hyattsville
Landover Hills
Laurel
Morningside
Mount Rainier
New Carrollton
North Brentwood
Riverdale Park
Seat Pleasant
University Park
Upper Marlboro

QUEEN ANNE'S

Barclay
Centreville
Church Hill
Millington
Queen Anne
Queenstown
Sudlersville
Templeville

ST. MARY'S

Leonardtown

SOMERSET

Crisfield
Princess Anne

TALBOT

Easton
Oxford
Queen Anne
St. Michaels
Trappe

WASHINGTON

Boonsboro
Clear Spring
Funkstown
Hagerstown
Hancock
Keedysville
Sharpsburg
Smithsburg
Williamsport

WICOMICO

Delmar
Fruitland
Hebron
Mardela Springs
Pittsville
Salisbury
Sharptown
Willards

WORCESTER

Berlin
Ocean City
Pocomoke City
Snow Hill