

**CORPORATE ARTICLES OF AMENDMENT
FOR A FAMILY FARM**

(1) _____
Name of Corporation

The Charter of the corporation is hereby amended as follows:

The corporation is a "Family Farm" as defined by Section 1-209 of the Corporations and Associations Article of the Annotated Code of Maryland.

This amendment of the charter of the corporation has been approved by

(2) _____

We the undersigned President and Secretary swear under penalties of perjury that the foregoing is a corporate act.

(3) _____
President

(3) _____
Secretary

(4) Return address of filing party

INSTRUCTIONS FOR DRAFTING CORPORATE ARTICLES OF AMENDMENT FOR FAMILY FARMS

This amendment is appropriate to amend a Maryland Corporation to be a Family Farm and thus qualify for a reduced annual filing fee. In addition to amending the charter, to qualify, this corporation must own or control real property that is subject to an Agricultural Use Assessment and has no assets that are not agricultural or residential. In the future, if this corporation no longer meets these qualifications, the corporation must file an amendment stating that it is no longer a Family Farm. Questions addressing the merits or wording of the actual changes you are making should be discussed with your lawyer, accountant, or financial advisor. Legal questions of a general nature cannot be answered by the staff of this Department. You may fill in the blanks on the sample and submit it as your Articles of Amendment. **ALL ITEMS MUST BE TYPED. YOU MUST USE BLACK INK.** Forms filled in by hand will not be accepted.

Each item listed below describes how to fill in the blanks on the sample.

- (1) Insert the exact name of the corporation. It must match our record in every way including spelling, punctuation, abbreviation, etc.
- (2) Select the option listed below that applies to your corporation. Only one of these options can apply.
 - A) *If this corporation has directors and shareholders, insert "the directors and shareholders".
 - B) *If this is a close corporation that has no directors, insert "the stockholders. This is a close corporation that has elected to have no directors".
- (3) Have the president and secretary sign. The signatures must be by different individuals unless this is a close corporation.
- (4) Insert your return address.

FEES: The filing fee is \$100.00. Make check payable to the State Department of Assessments and Taxation. There is an additional charge for Certified copies and Expedited Service.

NOTE: THESE GUIDELINES DO NOT APPLY TO AMENDMENTS FOR LLC'S, LP'S OR LLP'S.

How long will it take to process my documents? Regular processing time for submitted documents is about 7-8 weeks; Expedited processing request will be responded to within 7 business days. *Documents hand-delivered in limited quantities receive same day service between 8:30 am and 4:30 pm. **Hand-delivered transactions are to be paid by check only.** There is an expedited fee for same day service for document processing.

The expedited service fee is an additional \$50.00 for this document; other fees may also apply. Check the Fee Schedule web page for a list of all service fees, <http://www.dat.state.md.us/sdatweb/fees.html>

Mail completed forms to: State Department of Assessments and Taxation, Charter Division, 301 W. Preston Street; 8th Floor, Baltimore, MD 21201-2395. Fax completed forms with Mastercard or Visa credit card payment information to 410-333-7097. Fax request will be charged the additional expedited service fee.

NOTE: Due to the fact that the laws governing the formation and operation of business entities and the effectiveness of a UCC Financing Statement involves more than filing documents with our office, we suggest you consult an attorney, accountant or other professional. State Department of Assessments & Taxation staff can not offer business counseling or legal advice.

Notice regarding annual documents to be filed with the Department of Assessments & Taxation: All domestic and foreign legal entities must submit a Personal Property Return to the Department. Failure to file a Personal Property Return will result in forfeiture of your right to conduct business in Maryland. Copies of the return are available on the SDAT website. **The returns are due April 15th of each year.**