

ARTICLES OR CERTIFICATE OF REINSTATEMENT

The name of the entity at the time of its cancellation:

The name the entity will use upon reinstatement:

The address of the entity's principal office in Maryland (**a P.O. Box can not be used**):

The name and address of the entity's resident agent in Maryland (**a P.O. Box can not be used**):

I swear under penalties of perjury
that this is an authorized act of
the above named entity.

(AUTHORIZED PERSON(S) OR GENERAL PARTNER)

I hereby consent to my designation
in this document as resident agent
for this entity.

(SIGNATURE OF RESIDENT AGENT)

GUIDE FOR REINSTATEMENT OF MARYLAND LP'S, LLC'S, AND LLP'S

A. Are there overdue annual reports or personal property returns? If **YES** go to item **B**. If **NO** go to Item **C**.

B. Prepare delinquent report(s). Does report indicate entity owned tangible personal property in Maryland? If the answer is *YES*, follow the four steps below. If *NO*, follow the steps listed under item **D**.

1. Submit Personal Property returns to SDAT for assessments.**

2. Take assessments to county or city where property is located

3. Pay personal property tax.

4. Get tax clearance certificate from the appropriate county or city. **SDAT will not accept a receipt.**

C. Has the entity ever reported tangible personal property on an annual report? If the answer is *YES*, follow instructions 1 and 2 below. If *NO* follow the steps listed under item **D**.

1. Pay personal property tax to county or city where the property is located.

2. Get tax clearance certificate from the appropriate county or city. **SDAT will not accept a receipt.**

D. Submit to SDAT the following:

1. Articles or Certificate of Reinstatement form.

2. \$100.00 filing fee.

3. Annual report(s) if the answer to Question **B** or **C** above *NO*.

4. The tax clearance certificate received from the appropriate county or city, if the answer to Question **B** or **C** above is *YES*

NOTE: If forfeiture was caused for any reason other than, or in addition to failure to file annual reports, that reason must be resolved prior to reinstatement.

Revised 7/03

[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 service fees at www.dat.state.md.us/sdatweb/fees.html

Where and how do I file my documents? All documents must be submitted to:

State Department of Assessments and Taxation
Charter Division
301 W. Preston Street; 8th Floor
Baltimore, MD 21201-2395

How long will it take to process my documents?

Regular document processing time can be 8 weeks or more.

Expedited processing request will be handled within 7 business days. The expedited service fee is an additional \$50.00 for each document; other fees may also apply.

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. For your convenience a copy of the Charter fax cover sheet is attached.

Documents hand-delivered in limited quantities receive same day expedited service between 8:30 am and 4:30 pm, Monday through Friday.

Mail completed forms to with the appropriate filing fees:

State Department of Assessments and Taxation
Charter Division, 301 W. Preston Street; 8th Floor
Baltimore, MD 21201-2395

All checks must be made out to State Department of Assessments and Taxation.

A schedule of filing fees is available online at <http://www.dat.state.md.us/sdatweb/fees.html>

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.

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.