

TRADE NAME AMENDMENT OR CANCELLATION APPLICATION

THE TRADE NAME APPLICATION

(INSERT TRADE NAME EXACTLY AS FILED ON THE ORIGINAL APPLICATION)

PLEASE CHECK ONE OF THE FOLLOWING

CERTIFICATE OF AMENDMENT

CERTIFICATE OF CANCELLATION

THE TRADE NAME APPLICATION IS AMENDED AS FOLLOWS

(ATTACH AN ADDITIONAL SHEET FOR ADDITIONAL INFORMATION IF NEEDED)

CHANGING ADDING OR DELETING OWNERS NAME: _____

CHANGING ADDING OR DELETING OWNERS ADDRESS: _____

CHANGING ADDING OR DELETING ADDRESS WHERE NAME IS USED:

CHANGING DESCRIPTION OF BUSINESS: _____

PLEASE NOTE WHEN CHANGING OWNERS ADDRESS OR ADDRESS WHERE NAME IS USED, THE NEW ADDRESS MUST CONTAIN A FULL STREET ADDRESS INCLUDING CITY, STATE & ZIP CODE. OTHERWISE, THIS APPLICATION WILL BE REJECTED.

SIGNED BY A PRINCIPAL OR OWNER CURRENTLY ON FILE

TRADE NAME AMENDMENT
OR CANCELLATION INSTRUCTIONS

1. Make checks payable to the Department of Assessments and Taxation.

Note: Filings brought into the office and filed on a while-you-wait basis as well as by FAX are subject to a \$50.00 surcharge for Expedited service. Walk-in hours are 8:30 a.m. to 4:30 p.m.

2. Mail the form and check to Department of Assessments and Taxation, 301 W. Preston Street, Room 801, Baltimore, Maryland 21201.

3. All blanks on the form must be completed and legible and the signature must be original (no stamp, photocopy or carbon). Each person listed as an owner must sign. The address(es) where name is used must be in Maryland and no post office box addresses may be used anywhere on the form.

4. Any changes from the original filing must be made on this Amendment Application with an additional \$25.00 fee, except business location when filing a renewal.

5. **IMPORTANT:** The original trade name **cannot** be changed by using this application. You must cancel the original name, pay the filing fee, \$25.00 or more, and reapply for an additional filing fee.

6. The form can be submitted via fax if you pay the filing fee and an additional \$50 expedited service fee using a MasterCard or Visa card. Fax the completed, signed document to (410) 333-7097. Include your full account number, the expiration date, the name exactly as it appears on the card, and your signature to authorize the charge.

Other documents available for a registered Trade Name, the cost is \$25 per document.

Trade Name Certificate

Trade Name Certificate with Owner's Name

Trade Name Certificate with Location

Trade Name Certificate with Owner's Name and Location.

Revised 6/07

SDAT: Corporate Charter

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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.**