

**BUSINESS PERSONAL PROPERTY RETURN**  
 MARYLAND STATE DEPARTMENT OF ASSESSMENTS AND TAXATION  
 TAXPAYER SERVICES DIVISION P.O. BOX 17052 Baltimore, Maryland 21297-1052

<b>2021</b> <b>Form 2</b> <b>Due April 15th</b>
Date Received by Department

**SECTION I – ALL ENTITIES COMPLETE - [ ] CHECK HERE IF THIS IS AN AMENDED RETURN**

**1. Check One:**

[ ] **SOLE PROPRIETORSHIP** [ ] **GENERAL PARTNERSHIP**

**2. NAME OF OWNER** \_\_\_\_\_

**3. MAILING ADDRESS** \_\_\_\_\_

[ ] Check here if this is a change of mailing address

**4. DEPARTMENT ID NUMBER** \_\_\_\_\_

*Required in order to correctly credit your account*

**5. FEDERAL EMPLOYER IDENTIFICATION NUMBER** \_\_\_\_\_

*(9-digit number assigned by the IRS)*

**6. FEDERAL PRINCIPAL BUSINESS CODE** \_\_\_\_\_

*(If known, the 6-digit number on file with the IRS)*

**7. NATURE OF BUSINESS:** \_\_\_\_\_

**8. TOTAL GROSS SALES** \_\_\_\_\_

*Include an email address below to receive important reminders from the Department of Assessments and Taxation*

**SECTION II – ALL ENTITIES COMPLETE (ONLY SOLE PROPRIETORS COMPLETE QUESTIONS B AND C)**

**A. PLEASE PROVIDE THE ACTUAL, PHYSICAL LOCATION OF ALL PERSONAL PROPERTY IN MARYLAND.**

P.O. Boxes are not acceptable. [ ] Check here if this is a change of location.

<b>Street Address/Suite No.</b>
<b>City/Town, County &amp; Zip Code</b>

B. Is all of the business' personal property located at the owner's principal residence? [ ] Yes [ ] No

C. Is the total original cost of all the property, including inventory and excluding licensed vehicles, less than \$10,000?  
 [ ] Yes [ ] No If you only answer yes to both B & C above your personal property is exempt.

D. Does the business own, lease, or use personal property located in Maryland? [ ] Yes [ ] No

E. Does the business maintain a license with any local unit of government? *"If you are unsure of whether this applies to you, please contact your county's Clerk of the Court at <https://www.courts.state.md.us/pia/clerks>. Maryland Annotated Code, Business Regulation Article §17-1808 allows counties and municipalities to adopt a Uniform Trader's License Fee."* [ ] Yes [ ] No

F. Is any business conducted in Maryland? [ ] Yes [ ] No Date began: \_\_\_\_\_

G. If business operates on a fiscal year: Start date \_\_\_\_\_ End date \_\_\_\_\_

H. 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

I. Has the business disposed of assets or transferred assets in or out of Maryland during the prior year? [ ] Yes [ ] No

If you answered yes to Question I, in Section II, please comment in remarks and/or complete Form SD-1, Supplemental Details.

REMARKS:
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**SECTION III - ALL BUSINESS ENTITIES COMPLETE**

1. Please provide the original cost by year of acquisition. For any furniture, fixtures, tools, machinery and/or equipment not used for manufacturing or research & development:

Year Acquired	A	B	C	D	E	F	G	Total Cost
2020								
2019								
2018								
2017								
2016								
2015								
2014								
2013 & Prior								
Totals A-G columns								

Describe property identified in B - G above:

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**2. Commercial Inventory – Furnish amounts from your most recent Maryland Income Tax Return.**

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

Average Monthly Inventory \$ \_\_\_\_\_

Opening Inventory date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Closing Inventory date \_\_\_\_\_ Amount \$ \_\_\_\_\_

**3. Supplies Average Cost \$ \_\_\_\_\_**

**4. Manufacturing and/or Research and Development (R&D) \$ \_\_\_\_\_**

**5. Tools, machinery, and/or 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 within 6 months after the date of the first assessment notice for the taxable year that includes the manufacturing / R&D property.** Visit the website <https://dat.maryland.gov> 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.

Year Acquired	A	C	D	Year Acquired	A	C	D
2020				2016			
2019				2015			
2018				2014			
2017				2013 & prior			

<b>Total Cost \$</b>
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**6. Vehicles with interchangeable Registration and/or Unregistered vehicles:** (dealer, recycler, finance company, **special mobile equipment**, and transporter plates) and unregistered vehicles should be reported here. See specific instructions

Year Acquired	Original Cost	Year Acquired	Original Cost
2020		2018	
2019		2017 & prior	

<b>Total Cost \$</b>
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**7. Non-farming livestock:**

Book Value \$	Market Value \$
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**8. Other personal property:** (including Qualified Data Center personal property, see instructions for more information)

File separate schedule giving a description of property, original cost and the date of acquisition.

<b>Total Cost \$</b>
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**9. Property owned by others and used or held by the business** or lessee or otherwise:

File separate schedule showing names and addresses of owners, lease number, description of property, installation date and separate cost in each case.

<b>Total Cost \$</b>
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**10. Property owned by the business, but used by others** as lessee or otherwise:

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.

<b>Total Cost \$</b>
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<b>Taxpayer's Signature</b>	Date	Phone Number and E-mail Address
<b>Preparer's Signature</b>	Date	Phone Number and E-mail Address

Name and Address of Preparer

Please **sign** and mail the return to  
 Maryland State Department of Assessments and Taxation  
 Business Personal Property Division  
 P.O. Box 17052  
 Baltimore Maryland 21297-1052

If you have questions or comments contact the  
 Business Personal Property Division  
 Phone: 410-767-1170, 888-246-5941 within Maryland  
 Email: [SDAT.PersProp@Maryland.gov](mailto:SDAT.PersProp@Maryland.gov)

