How to file your annual LLC return and personal property return for Maryland.

1) <mark>This must be completed, or an extension requested by April 15th.</mark>

2) On average, it takes 12-15 minutes to complete.

3) Patapsco Corporate Services does not prepare the annual LLC Personal Property return for LLCs we did not set up **and** do not have Powers of Attorney on file.

Step	Description
Step 1	Go to https://businessexpress.maryland.gov/. From the header, of the webpage, click *Login* to access your account.
Step 2	Log in to the account you used when you originally established your LLC. If you are unsure of your username and/or password, select *Forget Username* and *Forgot Password.* This will resent your account information
Step 3	Find the business you want to file the annual LLC and personal property return for. Select the *Businesses* tab. Review the businesses assigned to your account.
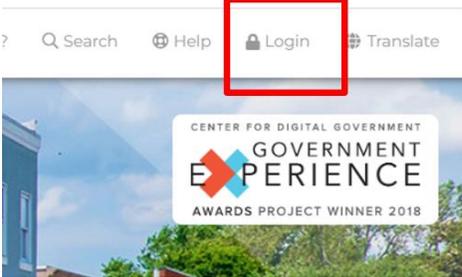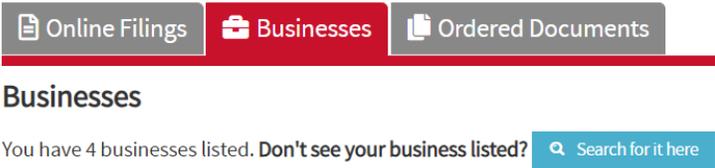
	Separately record the Department ID for the business, you will need this later. Click on the yellow box labeled "Options for this Business". A drop-down menu will appear.

Select "File Annual Report/Personal Property Tax Return".
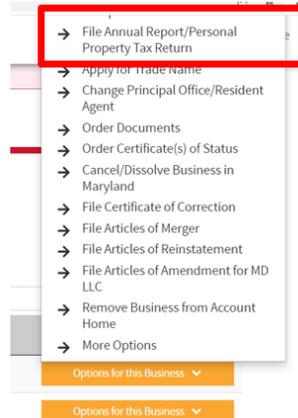
 |
| **Step 4** | Select *Start Your Report/Return here*.

If you have filed a personal property report previously, you can import last years filing information. Select "Yes" when prompted.

Review the prepopulated information and confirm its accuracy.

Business Entity Question
1. Select "Yes" when asked if you are required to be in good standing with the state.
2. Select appropriate business entity. For most, you should select "Liability Company (LLC) owned by a single member".
3. Select "Save and Continue".

Personal Property Information

1. Answer the *Disposal of Personal Property* question. (Yes/No)
2. Answer the *Business in Maryland* question. (Yes/No)
   a. If the answer to this question is "Yes", proceed to **Step 5 now.**
   b. If the answer to this question is "No", you are complete.
   c. Click "Save & Continue".
   d. You **DO NOT** need to upload supporting documentation.
   e. Click "Save & Continue".
3. On the Summary page, click "Proceed to Sign Application" and provide your contact information.
4. Make payment.
5. You are done! |

Step 5	**Property Location**
	    1) Answer the location question (Yes/No).
	    2) Provide the location of the business.
	
	Furniture, Fixtures, and Tools Section
	
	Using the table, record the business personal property.
	
	Column A – Everything that doesn't fit specifically in the other columns
	Column B – Computers and electronics costing $500,000 or more
	Column C – All other business equipment (vehicles, phones, etc.)
	Column D – Computer servers
	Column E – Rental equipment you lease to others
	Column F – Pinball machines, rental tuxedos
	Column G – Boats over 100 feet
	
	*To view a full description of each category, hover your mouse over each letter.
	** Generally, most small businesses should only be using Columns A and/or Column C

Step 6	Provide your inventory values. These numbers should come from your POS or Balance Sheet. For service-driven businesses, this section generally does not apply. You do not have to enter "zero (0)" and can simply click *Save and Continue.*
Step 7	Provide the machinery used for Manufacturing or R&D. These numbers should come from your POS or Patapsco Corporate Services after conducting your R&D study for tax credit purposes. You do not have to enter "zero (0)" and can simply click *Save and Continue* if it is not applicable.
Step 8	Provide 100% business owned or leased vehicles. If the business is not the legal owner of the vehicle, DO NOT INCLUDE.
Step 9	Other Personal Property Provide detail of personal property that the business does not own but generally otherwise uses and has access to. (This section usually does not apply to most small businesses).
Step 10	Leased Property Add leased property that is 100% owned or leased by the business, only. Do not report anything that has already been reported elsewhere.

The table within Step 5:

Year	A	B	C	D	E	F	G	Total	
2021									⊕ Add Property
2020									⊕ Add Property

Step 11	Provide Business information.
	1) Answer Yes/No for business conducted in Maryland and provide start date and description of services
	2) Answer Yes/No for whether business has personal property
	3) Answer Yes/No for fiscal year (99% of businesses should say "Yes")
	4) Answer beginning and end of your fiscal year. Generally, for established businesses this is 01/01/2022 – 12/31/2022. For new businesses, your fiscal year start should be the date you started the businesses (i.e., 04/01/2021 – 12/31/2021)
Step 12	Answer going concern questions.
	1) Answer Yes/No for first personal property return being filed for the business.
	2) Answer Yes/No if business continues successfully.
	3) Provide the Department ID.
Step 13	File Upload.
	You may upload a copy of your balance sheet or asset schedule if you have one available. This is otherwise not required. And you may skip this step if you prefer. **(I do personally do not provide, less is more).**
Step 14	Review the information you submitted one more time.
	Sign the certifying statement after clicking submit. Provide the name of signing corporate officer (generally, you as *President* or the title provided in your Articles of Incorporation or LLC Bylaws).
Step 15	On the Summary page, click "Proceed to Sign Application" and provide your contact information.
	1. Make payment.
	2. You are done!