

20\_\_

AT3-71  
Extension  
Request

**2 MONTH PAPER EXTENSION REQUEST FOR FILING  
THE 20\_\_ ANNUAL REPORT AND PERSONAL PROPERTY RETURN**

**DUE DATE FOR PAPER EXTENSION REQUESTS IS MARCH 16**

In the event that this form needs to be returned to the requestor, provide a mailing address below.

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\_\_\_\_\_  
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File and verify extensions using our website at no cost through April 15! Go to [www.dat.maryland.gov](http://www.dat.maryland.gov) and click on the extension link under "What's New." It's fast, convenient, free and available from February 1 through April 15.



All preparers and taxpayers with Internet access should use the Department's website to ensure prompt and accurate recording of an unlimited number of requests **free of charge**. You will receive a confirmation number and a printed list as proof of your submission. Always print and keep a copy of the confirmation page. The Department will automatically accept it as evidence of a valid approved extension in case there is ever a problem. **To request an internet extension go to: [www.dat.maryland.gov](http://www.dat.maryland.gov)** between February 1 and April 15 and click on the extension link under What's New. When you file for an extension via our website, do **NOT** also submit this paper extension request. Please file early to avoid possible delays due to the heavy usage of the internet system which occurs in the last week prior to April 15<sup>th</sup>.

**\$20 non-refundable processing fee required for each entity**

ID#  
Prefix

\_\_\_\_\_  
Department ID#

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Business Mailing Address

**INSTRUCTIONS**

- 1) Extension requests submitted by paper documents must be received or postmarked by **March 16**.
- 2) **A \$20 non-refundable processing fee** is required for each entity and must accompany this form. Make checks payable to the Department of Assessments and Taxation.
- 3) List the exact business name, business mailing address and Department ID number. **The identification number assigned by the Department (ID prefix plus 8 digits) must be provided. Incomplete or invalid IDs will not be recorded.**
- 4) Mail this request to: State of Maryland, Department of Assessments and Taxation, Attn: Extension Unit, 301 West Preston Street, Baltimore, Maryland 21201-2395. With an approved extension, a personal property return may be filed on or before June 15 of the current year without incurring a late filing penalty.
- 5) Retain a copy of the extension request and the cancelled check for your records.
- 6) Approved requests will be recorded by the Department but will **not** be returned.
- 7) Extensions granted by the I.R.S. or the Maryland Comptroller will **not** be accepted.

Staple check here

\_\_\_\_\_  
Name and Signature of Officer or Agent of the Business

\_\_\_\_\_  
Date