

**STATE OF MARYLAND**

DEPARTMENT OF ASSESSEMENTS & TAXATION  
Personal Property Division  
301 West Preston St., Room 801  
Baltimore, Maryland 21201-2395  
[www.dat.maryland.gov](http://www.dat.maryland.gov) [sdatt.persprop@Maryland.gov](mailto:sdatt.persprop@Maryland.gov)  
(410) 767-1170  
Toll Free in Maryland 1-888-246-5941

**ANNUAL REPORT AND  
PERSONAL PROPERTY RETURN OF  
FINANCIAL INSTITUTIONS  
AS OF JANUARY 1  
DUE APRIL 15  
\$300 Filing Fee Required**

20\_\_\_\_

**FORM  
AT3-28**

Date Received

Check here  
if this is  
a change  
of address

Name of Financial Institution		
Mailing Address		
City	State	Zip Code

Department ID #
<input type="checkbox"/>
Federal Employer ID #
Federal Principal Business Code

**SECTION I**

A. Date of incorporation/formation \_\_\_\_\_ State of incorporation/formation \_\_\_\_\_

B. Nature of business conducted in Maryland (Credit, finance, Loan, etc.) \_\_\_\_\_

C. Does the financial institution do any part of its business in the state of Maryland? \_\_\_\_\_ Date began \_\_\_\_\_  
(Yes or No)

D. Does the financial institution own personal property NOT used directly for the purposes for which the institution was formed or which is leased, loaned or otherwise made available for the use of any person whose business is not that of the institution? YES \_\_\_\_\_ NO \_\_\_\_\_

E. Is this personal property in Maryland? YES \_\_\_\_\_ NO \_\_\_\_\_

*If the answer to either D or E above is NO, please complete the rest of this page" sign this return on page 2 and submit with \$300 filing fee.*

*If the answer to D and E above is YES, please complete the rest of this return.*

F. Type or print names and addresses of officers and names of directors (corporations only):

**OFFICERS**

	<u>Names</u>	<u>Addresses</u>
President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____

**DIRECTORS**

	<u>Names</u>	<u>Addresses</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Type or Print  
Department ID # Here

**FINANCIAL INSTITUTION PERSONAL PROPERTY RETURNS**

20\_\_

**FORM  
AT3-28**

Page 2

Personal property owned by the financial institution and used directly in the business activity of said institution is exempt. Do not report the exempt property on this return. Any personal property that is leased, loaned or made available by the institution for the use of a person whose business is not that of the institution is assessable and taxable. Tax-Property Article, Section 7-221.

**SECTION II**

**1a. IMPORTANT**

Show exact location of all assessable personal property owned and leased in the State of Maryland, including county, city, town and street address (P.O. boxes are not acceptable). This assure proper distribution of assessments. If leased property is located in two or more jurisdictions, provide breakdown by completing additional copies of Section II for each location.

\_\_\_\_\_  
Address, Number and Street

\_\_\_\_\_  
Zip Code

(County)

Is the property located inside the limits of an incorporated town? \_\_\_\_\_  
(Yes or No)

(Incorporated Town)

**1b.** Report all personal property covered in #1a above on a separate schedule and attach to this return.

**INSTRUCTIONS**

1. 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 and town where the property is located. Manufacturer lessors should submit the retail selling price of the property, not the manufacturing cost. Please submit in an Excel worksheet format on 3.5" disk if possible. Paper copies listing the above needed information are also acceptable.
2. Most registered vehicles are exempt, Tax-Property Section 7-230. Motor vehicles with interchangeable registrations and vehicles that are unregistered are taxable and must be reported.
3. Rules for 2015 personal property extensions: Internet extension requests are due by April 15th and are free of charge. Paper extension requests are now due on or before March 16th and require a \$20 processing fee for each entity.
4. The penalty for failure to file this report on or before April 15<sup>th</sup>, is 1/10 of 1% of the county assessment plus 2% of the initial penalty amount for each 30 days or part thereof that the return is late. (The initial penalty amount shall not be less than \$30 or more than \$500. Tax-Property Article Section 14-704.) In addition, failure to file return may cause forfeiture of the entity's legal status or its authority to do business in Maryland. **DO NOT REPAY AN ANTICIPATED PENALTY.** If a penalty is imposed, the entity will be billed after the assessment is calculated.
5. Mail this form to the State Department of Assessments and Taxation, Personal Property Division, 301 West Preston Street, Baltimore, Maryland 21201-2395. All legal entities filing this return must include a \$300 check payable to the Department of Assessments and Taxation.

I declare under the penalties of perjury that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

\_\_\_\_\_  
Name of firm, other than taxpayer preparing this return

\_\_\_\_\_  
Print or type name of corporate office or principal of entity Title

\_\_\_\_\_  
Signature of preparer Date

\_\_\_\_\_  
Signature of Corporate Officer or Principal Date

\_\_\_\_\_  
Preparer's phone number

\_\_\_\_\_  
Business phone number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Email address