

STATE OF MARYLAND

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

**ANNUAL REPORT AND
 PERSONAL PROPERTY RETURN OF
 BANKS, SAVINGS BANKS, SAVINGS &
 LOANS AND TRUST COMPANIES
 AS OF JANUARY 1
 DUE APRIL 15
 \$300 Filing Fee Required**

20____
**FORM
 AT3-75**
 Date Received

Check here
 if this is
 a change
 of address

Name of Bank, Savings Bank, Savings & Loan or Trust Co.		
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 entity do any part of its business in the state of Maryland? _____ Date began _____
 (Yes or No)
- D. If answer is Yes to question C above, complete this section:

IMPORTANT: Show exact location of all personal property owned and used in the State of Maryland, including county, city, town, and street address (P.O. boxes are not acceptable). This assures proper distribution of assessments. If 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)

E. Names and addresses of office and names of directors (type or print):

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

**BANK, SAVINGS BANK, SAVINGS & LOAN AND TRUST COMPANY
TANGIBLE PERSONAL PROPERTY
LOCATED IN MARYLAND
(EACH QUESTION MUST BE ANSWERED)
ROUND CENTS TO THE NEAREST WHOLE DOLLAR**

SECTION II.

1a. Furniture, fixtures, tools, machinery and equipment. (Computer hardware and canned software should be reported on 1b and 1c.) Report the original cost of the property by year of acquisition and category of property as described in the Depreciation Rate Chart on page 4. Include all fully depreciated property and property expensed under I.R.S. rules. Columns C, E, F and G require an explanation of the type of property being reported. Use the lines provided below. If additional space is needed, supply a supplemental schedule. Failure to explain the type of property will result in the property being treated as Category A property. Category B and D are to be reported on lines 1b and 1c.

ORIGINAL COST BY YEAR OF ACQUISITION								
	A	B	C	D	E	F	G	Total Cost
20____								
20____								
20____								
20____								
20____								
20____								
20____								
20____ & prior								
TOTAL COST COLUMNS A-G								

DESCRIBE C, E, F, & G PROPERTY HERE:

1b. Computer hardware and canned software used in the processing of loans or deposits, but not used in word processing. Report property's original cost by year of acquisition.

Hardware

	B	D
20____		
20____		
20____ & prior		
Total		

Canned Software

	B	D
20____		
20____		
20____ & prior		
Total		

1c. All other computer hardware and canned software not reported in 1b above. Report property's original cost by year of acquisition.

Hardware

	B	D
20____		
20____		
20____ & prior		
Total		

Canned Software

	B	D
20____		
20____		
20____ & prior		
Total		

2. Supplies (for example, office supplies) Average Cost \$ _____
3. **Vehicles** with Interchangeable Registrations (dealer, recycler, finance company, special mobile equipment, and transporter plates) and unregistered vehicles should be reported here.

ORIGINAL COST BY YEAR OF AQUISITION			
20____		20____	
20____		20____ & prior	

Total Cost \$ _____

4. **Other personal property** (not included in any item above) Total Cost \$ _____
 File separate schedule giving a description of property, original cost and the date of acquisition.
5. **Property owned by others and used or held by the entity** as lessee or otherwise . . . Total Cost \$ _____
File separate schedule showing names and addresses of owners, lease number, description of property, installation date and separate cost in each case.
6. **Property owned by the entity but used or held by others as lessee or otherwise** . . . Total Cost \$ _____
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.

SECTION III

This Section must be completed if question C on page 1 is answered Yes.

- A. Total Gross Revenue, or amount of business transacted during 20__ in Maryland \$ _____
 If the entity operates in Maryland and does not report any personal property, explain how the business is conducted without personal property. If the entity is using the personal property of another business, provide the name and address of that business.
- B. If the entity operates on a fiscal year, state beginning and ending dates: _____
- C. If this entity succeeds an established bank, savings bank, savings & loan or trust, provide name of former entity:

- D. Does the entity own any fully depreciated and/or expensed personal property located in Maryland?
 (Yes or No)_____ If yes, is that property reported on this return? (Yes or No)_____
- E. Does the submitted balance sheet or depreciation schedule reflect personal property located outside of Maryland?
 (Yes or No)_____ If yes, reconcile it with this return.
- F. Has the entity disposed of assets or transferred assets in or out of Maryland during 2014?
 (Yes or No)_____ If yes, complete Form 4C (Disposal and Transfer Reconciliation)

● **PLEASE READ “IMPORTANT REMINDERS” ON PAGE 4 BEFORE SIGNING** ●

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

IMPORTANT REMINDERS

- If you have questions concerning completion of this form, please refer to the instructions for Form 1 located on our website at www.dat.state.md.us/sdatweb/personal.html Scroll down until you see personal property forms and look for "Instructions for Form 1".
- This return shall include personal property owned by the entity as of January 1st, regardless of any fiscal year used by the entity.
- PLEASE USE THE DEPARTMENT IDENTIFICATION NUMBER ASSIGNED TO YOUR ENTITY. If the ID# is not known, please call our Personal Property Division at 410-767-1170 or use the "Find a Dept. ID" link on the Personal Property page of our web site www.dat.state.md.us/sdatweb/personal.html to obtain the number.
- Line items 2, 4, 5, and 7 are not applicable to banks, savings banks, savings & loans, and trust companies and are therefore omitted.
- To ensure proper posting to your account, please include your Department ID number on your return and in all communications with the Department.
- Laws relating to personal property are contained in the Tax-Property Article of the Annotated Code of Maryland.
- This return must be accompanied by Form 4A (Balance Sheet) or latest available balance sheet, and Form 4B (Depreciation Schedule), unless the entity does not own any personal property in Maryland. All information on pages 2 and 3 of this report and supporting schedules are held confidential by the Department and are not available for public inspection. Page 1 is public record. Tax-Property Article §2-212.
- If you discontinued business prior to January 1st, notify the Department immediately, stating to whom and the date all personal property was sold. If the business is sold, after January 1st and before July 1st, submit statement of sale, including value of personal property, date of sale, and the name and address of the buyer on or before October 1st.
- This return must be signed by an officer of the entity.
- Make check for the filing fee payable to Department of Assessments and Taxation. Place Department ID number on the check.
- Rules for 2016 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.

PENALTY CLAUSES

DO NOT PAY PENALTIES AT THE TIME OF FILING THE RETURN

- **LATE FILING PENALTIES.** An entity which files an annual return postmarked after the due date of April 15th, will receive an initial penalty of 1/10 of one percent of the county assessment, plus interest at the rate of two percent of the initial penalty amount for each 30 days or part thereof that the return is late. Interest is calculated at 2% of the initial penalty for each 30 days or fraction of a 30-day period that the report is not submitted.
- **DO NOT PREPAY AN ANTICIPATED PENALTY. THE DEPARTMENT WILL BILL THE ENTITY FOR ANY LATE FILING PENALTY OWED.**
- Entities which fail to file this report will receive estimated assessments which will be twice the estimated value of the personal property owned. In addition, failure to file this report will result in forfeiture of the Maryland charter or the right to do business in Maryland.

DEPRECIATION RATE CHART FOR RETURNS

STANDARD DEPRECIATION RATE

CATEGORY A 10% per annum*

All property not specifically listed below.

SPECIAL DEPRECIATION RATES (Use of the rates listed below apply only to the items specifically listed. Use Category A for other assets.)

CATEGORY B 20% per annum*

Mainframe computers originally costing \$500,000 or more.

CATEGORY C 20% per annum*

Autos (unlicensed), bowling alley equipment, brain scanners, carwash equipment, fax machines, contractor's heavy equipment (tractors, bulldozers), hotel, motel, hospital and nursing home furniture and fixtures (room and lobby), MRI equipment, mobile telephones, model home furnishings, music boxes, outdoor Christmas decorations, outdoor theater equipment, photocopy equipment, radio and T.V. transmitting equipment, rental pagers, rental soda fountain equipment, self-service laundry equipment, stevedore equipment, - theater seats, trucks (unlicensed), vending machines (cigarette, candy, soft drink), x-ray equipment.

CATEGORY D 30% per annum**

Data processing equipment, canned software.

CATEGORY E 33 1/3% per annum*

Blinds, carpets, drapes, shades. The following applies to equipment rental companies only: rental stereo and radio equipment, rental televisions, rental video cassette recorders and rental video tapes.

CATEGORY F 50% per annum*

Pinball machines, rental tuxedos, rental uniforms, video games.

CATEGORY G 5% per annum*

Boats, ships, vessels, (over 100 feet).

LONG-LIVED ASSETS

Property determined by the Department to have an expected life in excess of 10 years at the time of acquisition shall be depreciated at an annual rate as specified by the Department.

* Subject to a minimum assessment of 25% of the original cost.

** Subject to a minimum assessment of 10% of the original cost.

DATE OF ASSESSMENT NOTIFICATION

[Empty box for date of assessment notification]

OFFICE
USE
ONLY

[Empty box for office use only]

[Empty box for office use only]