

Maryland Tax Connect

Business Registration Guide



September 2023

Central Registration Application (CRA)

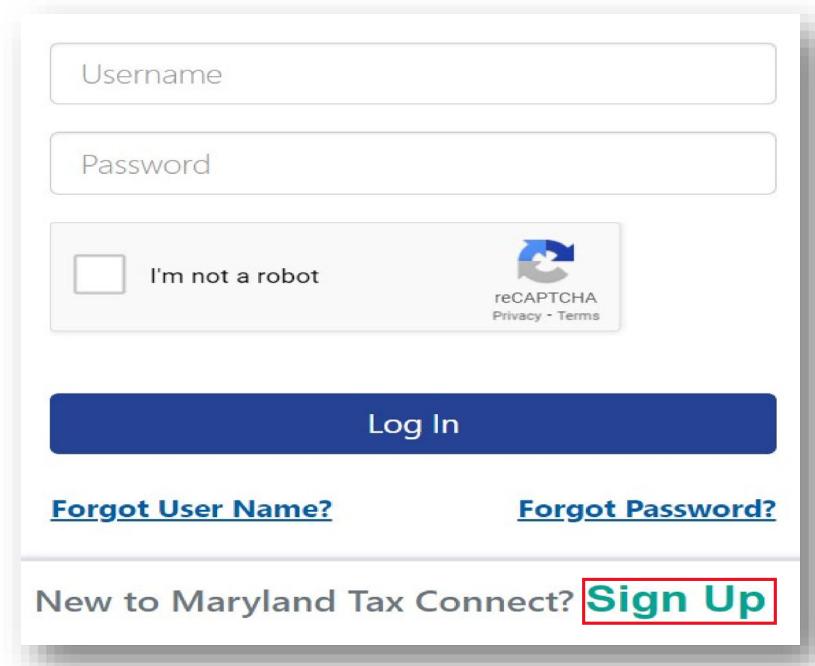
The following pages outline the steps for registering a business using the Central Registration application (CRA) Wizard. Businesses can use the Maryland Tax Connect portlet to **register a new business, add a new business activity, request additional Sales and Use (SUT) locations, report mergers** and many more services.

You do not need a Maryland Tax Connect Account to register a business, but it is highly recommended for viewing and managing your Tax Accounts.



Register For a Maryland Tax Connect Account

On the Portal homepage select either **Sign-up** or **Register a Business in Maryland** from the **Quick Links** box.

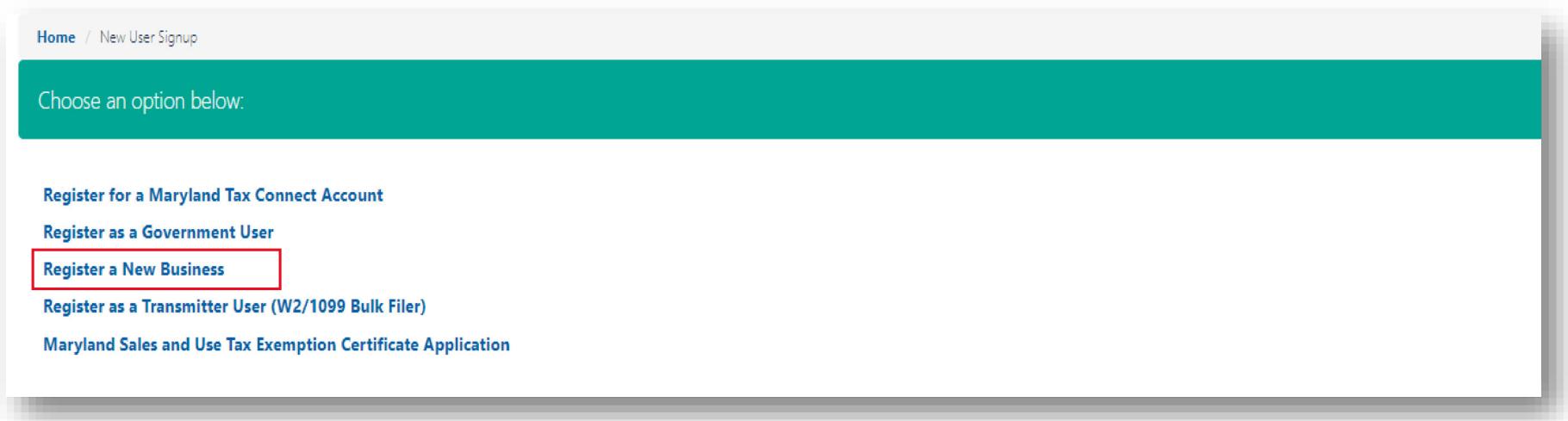


The screenshot shows the Maryland Tax Connect Portal homepage. It features a login section with fields for 'Username' and 'Password', a 'reCAPTCHA' checkbox labeled 'I'm not a robot', and a 'Log In' button. Below the login section are links for 'Forgot User Name?' and 'Forgot Password?'. At the bottom, there is a link for 'New to Maryland Tax Connect? **Sign Up**'.



New User Signup

After selecting Signup, you will be redirected to the new user signup page. Choose **Register a New Business**.



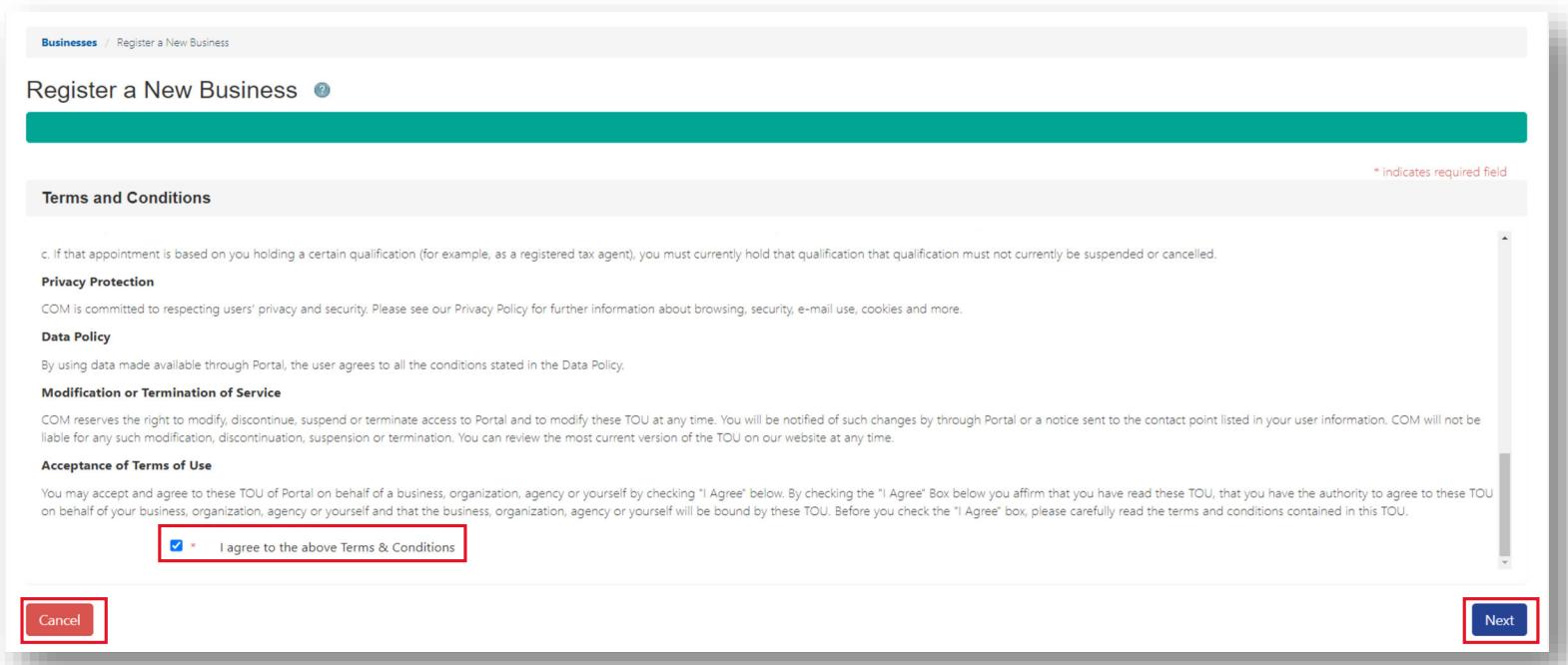
The screenshot shows a web page with a navigation bar at the top. The bar includes a logo, the text "Maryland Tax Connect", and links for "Home", "About", "Contact", and "Help". Below the bar, a large teal header bar contains the text "Choose an option below:". Underneath this, there is a list of registration options:

- [Register for a Maryland Tax Connect Account](#)
- [Register as a Government User](#)
- [Register a New Business](#) (This option is highlighted with a red border)
- [Register as a Transmitter User \(W2/1099 Bulk Filer\)](#)
- [Maryland Sales and Use Tax Exemption Certificate Application](#)



Portal Terms of Use

Maryland Tax Connect Users must agree to the Portal Terms of Use. Review and select the checkbox stating you agree to the Terms & Conditions. Then click **Next** to continue.



Businesses / Register a New Business

Register a New Business ?

Terms and Conditions * indicates required field

c. If that appointment is based on you holding a certain qualification (for example, as a registered tax agent), you must currently hold that qualification that qualification must not currently be suspended or cancelled.

Privacy Protection

COM is committed to respecting users' privacy and security. Please see our Privacy Policy for further information about browsing, security, e-mail use, cookies and more.

Data Policy

By using data made available through Portal, the user agrees to all the conditions stated in the Data Policy.

Modification or Termination of Service

COM reserves the right to modify, discontinue, suspend or terminate access to Portal and to modify these TOU at any time. You will be notified of such changes by through Portal or a notice sent to the contact point listed in your user information. COM will not be liable for any such modification, discontinuation, suspension or termination. You can review the most current version of the TOU on our website at any time.

Acceptance of Terms of Use

You may accept and agree to these TOU of Portal on behalf of a business, organization, agency or yourself by checking "I Agree" below. By checking the "I Agree" Box below you affirm that you have read these TOU, that you have the authority to agree to these TOU on behalf of your business, organization, agency or yourself and that the business, organization, agency or yourself will be bound by these TOU. Before you check the "I Agree" box, please carefully read the terms and conditions contained in this TOU.

* I agree to the above Terms & Conditions

Cancel Next

Portal Terms of Use

Review help text  on page for additional instructions and new business requirements.

Help



Before you begin the online registration, please review some important [Instructions](#).

You must also have a federal employer identification number (FEIN) before you can register your business, unless you are a sole proprietorship and applying for a Sales and Use tax license only and do not have a FEIN. [Apply for a FEIN](#).

You cannot use this online service to apply for a Sales and Use tax exemption certificate. You must [download the paper version](#) to apply for the exemption.



Contact Information

Enter your personal data. Fields marked with an ***** are required. Check the **"I'm not a robot"** box and complete reCAPTCHA. Then hit **next** to continue.

Register a New Business - Contact Information [?](#)

Applicant(s) are required to complete mandatory fields.

* indicates required field

Contact Information

* First Name: <input type="text" value="First name"/>	* Daytime Phone: <input type="text" value="XXX XXXX XXXX"/>
* Last Name: <input type="text" value="Last name"/>	Extension: <input type="text"/>
Job Title: <input type="text"/>	Mobile Phone: <input type="text" value="XXX XXX XXXX"/>
* Email: <input type="text" value="emailID@email.com"/>	
* Confirm Email: <input type="text" value="emailID@email.com"/>	

* I'm not a robot  reCAPTCHA
Privacy - Terms

Demographic Information

Enter business information. Fields marked with an * are required. Once completed, move to next section.

Section A - Demographic Information and Account Registration

Demographic Information

All applicants must complete this section.

Progress 20% * indicates required field

* ID Type:

* ID Value:

* Entity Type:

Are you a Maryland Resident?: Yes No

Please Note: You cannot use a PO Box as a Physical Address

* Is your Mailing Address and Physical Location the same?: Yes No

* Would you like to add a Physical Location? (if different from mailing address): Yes No

8

* Entity Type: INDIVIDUAL

* Are you a Maryland Resident?: Yes No

* Ownership Type: SOLE PROPRIETOR

* First Name: XXXXX

* Last Name: XXXXX

Please Note: You cannot use a PO Box as a Physical Address

Reason for Applying

Select a reason from the options provided or use the **Other** field to describe your specific business activity. Click on the **Help Icon** for reason descriptions. Once completed, move to next section.

Reason for Applying

All applicants must complete this section. Only one value can be selected.

<u>Add Account:</u> ?	<input checked="" type="checkbox"/>
<u>New Business:</u> ?	<input type="checkbox"/>
<u>Additional Location(s):</u> ?	<input type="checkbox"/>
<u>Merger:</u> ?	<input type="checkbox"/>
<u>Purchased Going Out of Business:</u> ?	<input type="checkbox"/>
<u>Re-Activate/Re-open:</u> ?	<input type="checkbox"/>
<u>Change of Entity:</u> ?	<input type="checkbox"/>
<u>Remit Use Tax on Purchase(s):</u> ?	<input type="checkbox"/>
<u>Reorganization:</u> ?	<input type="checkbox"/>
Other (describe):	<input type="text"/>

Account Registration

Select an **Account Type(s)** from the list provided. Once completed, move to next section.

Account Registration

All applicants must complete this section.

Sales and Use tax: 

Maryland/CR Number if registered:

Employer Withholding tax:

Maryland/CR Number if registered:

Unemployment Insurance:

Maryland/CR Number if registered:

Transient Vendor License:

Maryland/CR Number if registered:

Admissions and Amusement tax:

SELECT THE OPTION THAT BEST DESCRIBES YOUR SITUATION (CHECK ONLY ONE BOX).

Applicant has a physical sales location within Maryland and will not make online sales to customers in Maryland:

Applicant will make online sales to Maryland customers and does not have a physical sales location in Maryland:

Applicant has a physical sales location in Maryland and will make online sales to customers in Maryland:

Applicant does not make sales. The sales and use tax account is requested for reporting use tax only: 

Does the business have only one physical location in Maryland? (Do not count client sites or off site projects that will last less than one year). Check box if yes:

Account Registration

Select an **Account Type(s)** from the list provided. Then provide **NAICS** code for business activity. Click on the **Help Icon** for resources. Once completed, move to next section.

<u>Motor Fuel tax:</u>	<input type="checkbox"/>
Maryland/CR Number if registered:	<input type="text"/>
<u>Transportation Network Company:</u>	<input type="checkbox"/>
Maryland/CR Number if registered:	<input type="text"/>
<u>Tire Recycling Fee:</u>	<input type="checkbox"/>
Maryland/CR Number if registered:	<input type="text"/>
<u>Alcohol tax:</u>	<input type="checkbox"/>
Maryland/CR Number if registered:	<input type="text"/>
<u>Tobacco tax:</u>	<input type="checkbox"/>
Maryland/CR Number if registered:	<input type="text"/>
<div style="border: 2px solid red; padding: 5px; width: 100%;"><p>Enter your NAICS Code that best describes the profit or nonprofit business activity that generates revenue.: 531110 (number for leasing of residential buildings) </p></div>	

Cannabis

Complete Cannabis Section if you are reporting sales or purchases subject to 9% tax rate under [Senate Bill 516](#). Then click **Next** to continue.

Cannabis

Describe for profit or nonprofit business activity that generates revenue.:

Specify the product manufactured and/or sold, or the type of service performed.:

Check this box if applicant has or will apply for any cannabis:
Standard license;
Micro license;
Incubator space license;
On-site cannabis consumption license;
or is or will be an authorized cannabis delivery service.

Check this box (in addition to the box above) if applicant has or will apply for a cannabis dispensary or on-site cannabis consumption license.:

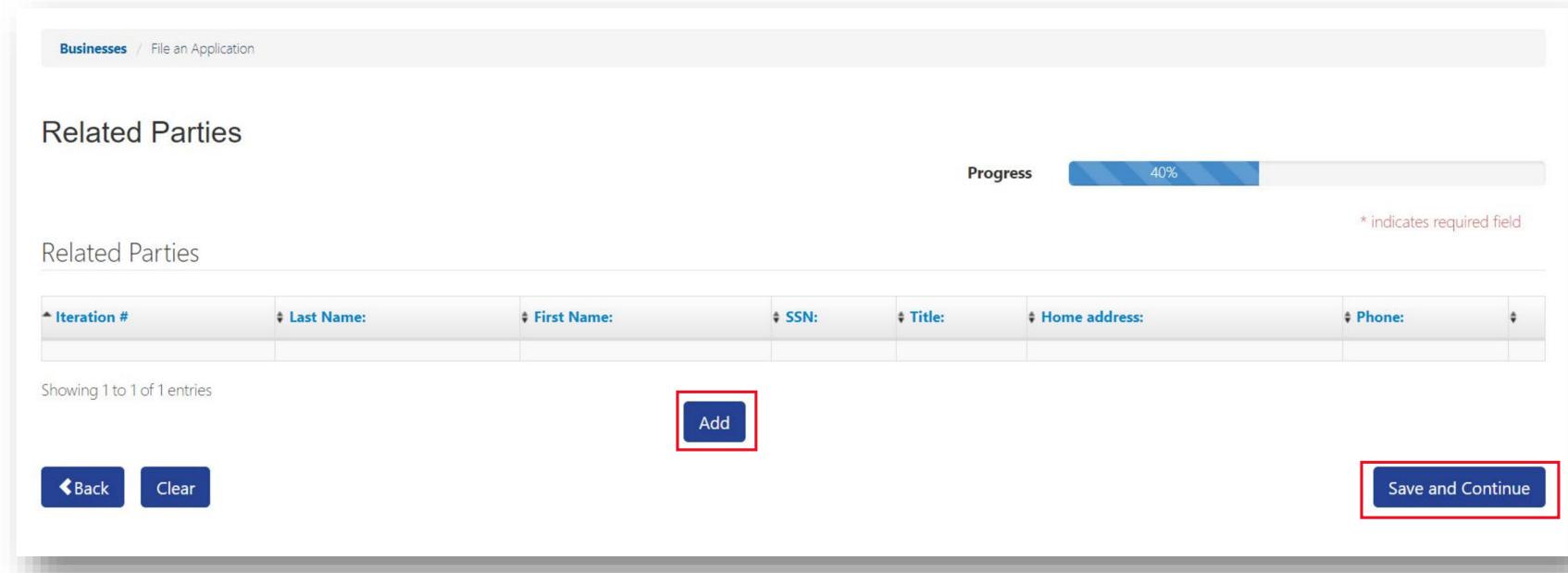
[Clear](#)

[Continue](#)



Related Parties

Enter at least **two** owners, partners, corporate officers, trustees, or members related to the business. If you are registering as a **Sole Proprietorship** only **one** name is required. Then click **Save and Continue**.



Businesses / File an Application

Related Parties

Progress 40% * indicates required field

Related Parties

Iteration #	Last Name:	First Name:	SSN:	Title:	Home address:	Phone:

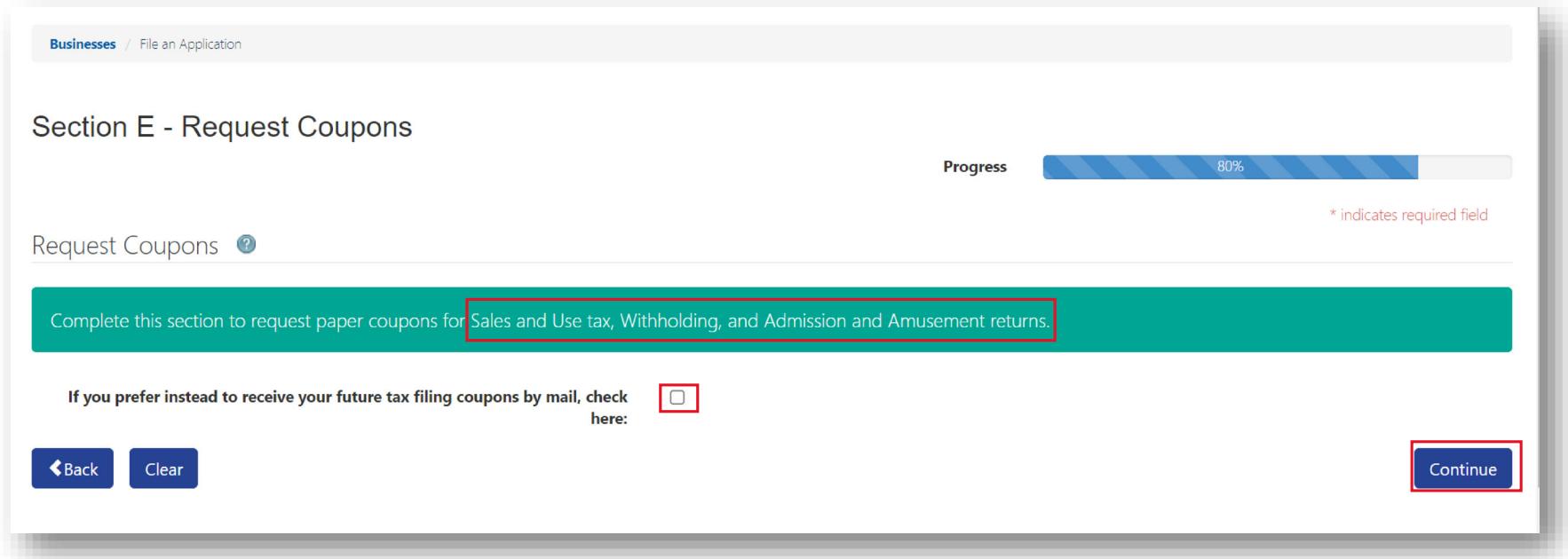
Showing 1 to 1 of 1 entries

Add

Back Clear Save and Continue

Request Coupons

Applicants applying for the **specified tax types** have the option to select paper coupons. However, electronic coupons are strongly encouraged. Click the **Help Icon** for electronic filing options. Then click **Continue**.



The screenshot shows a web-based application interface for requesting coupons. At the top, a navigation bar includes 'Businesses' and 'File an Application'. Below this, a title 'Section E - Request Coupons' is displayed, along with a progress bar indicating '80%' completion and a note that an asterisk (*) indicates a required field. The main content area is titled 'Request Coupons' and contains a green callout box with the text: 'Complete this section to request paper coupons for Sales and Use tax, Withholding, and Admission and Amusement returns.' A checkbox labeled 'If you prefer instead to receive your future tax filing coupons by mail, check here:' is present, with a red box highlighting the checkbox itself. At the bottom, there are 'Back' and 'Clear' buttons on the left, and a 'Continue' button on the right, which is also highlighted with a red box.



Signatory and Power of Attorney

Business Owner or Authorized Preparer must complete this section. Fields marked with an * are required. Click the **Help Icon** for signatory and POA requirements. Then click **Upload** to attach POA documents or **Continue**.

Businesses / File an Application

Section F - Signatory and Power of Attorney Information

Progress 90% * indicates required field

Signatory and Power of Attorney Information

All applicants must complete this section.

Check here if a power of attorney form is attached:

* Name:

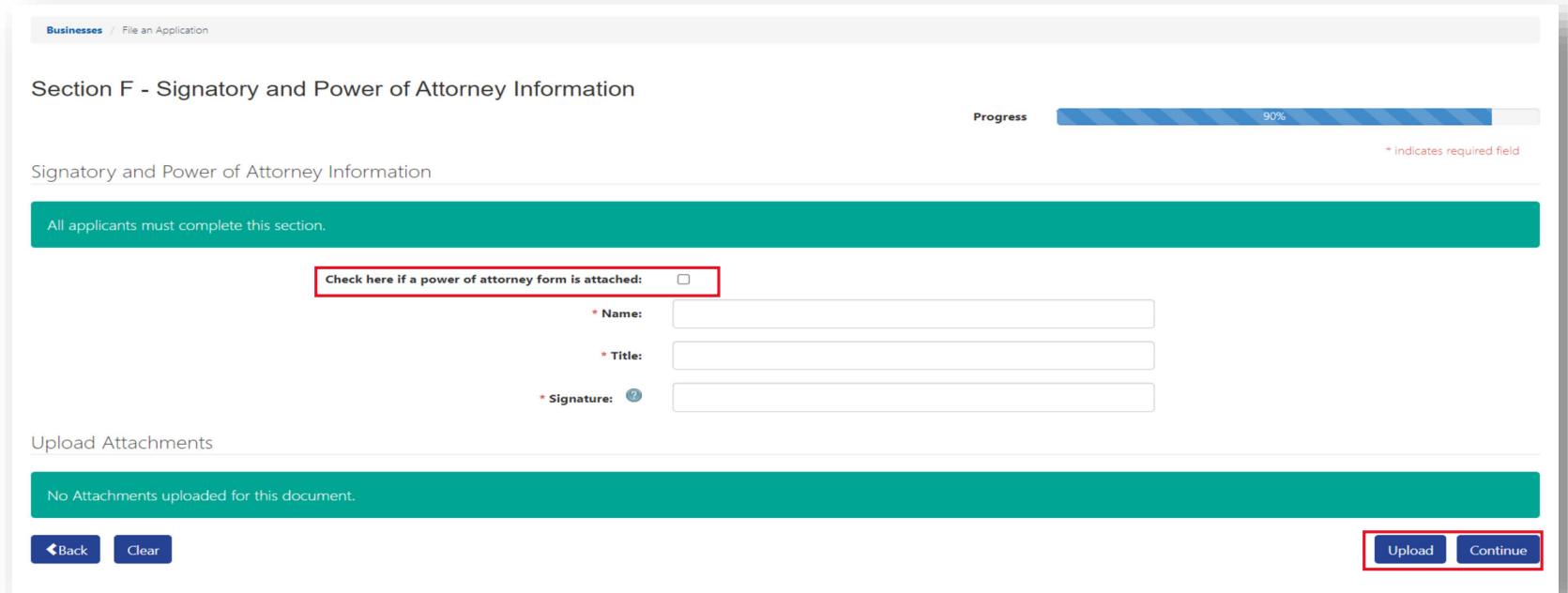
* Title:

* Signature:

Upload Attachments

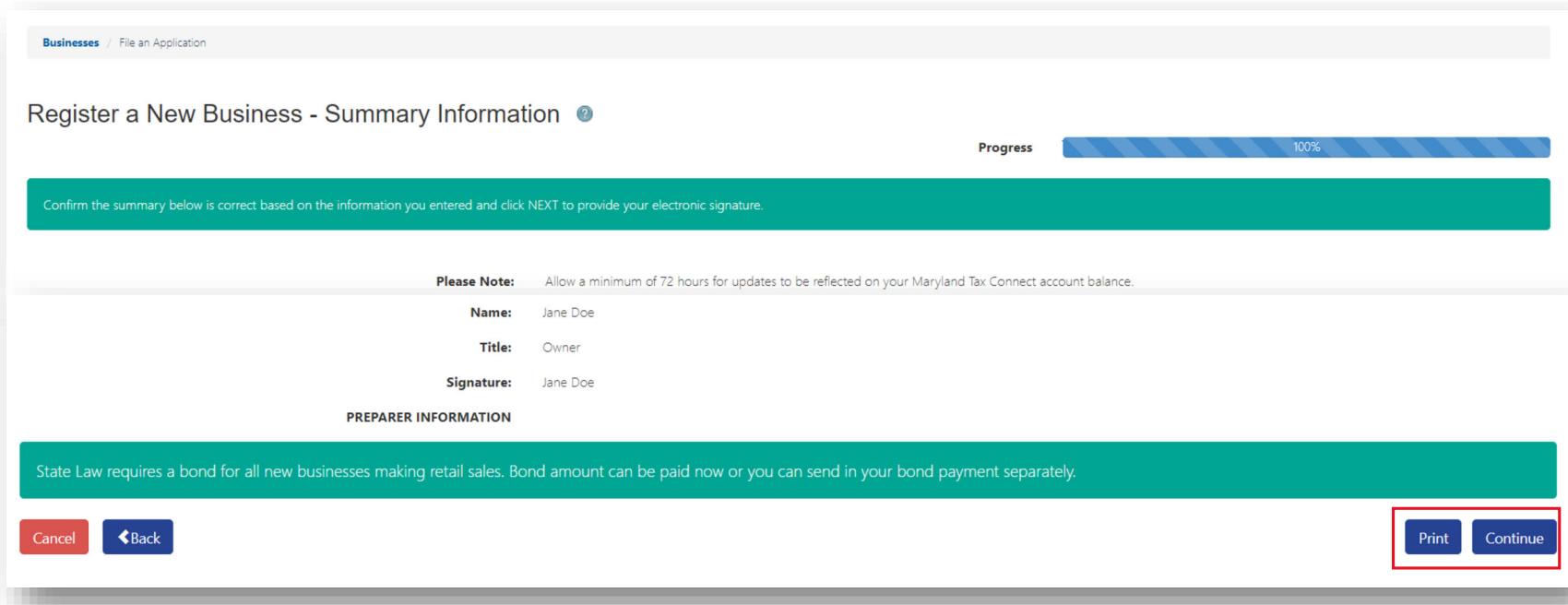
No Attachments uploaded for this document.

Back Clear Upload Continue



Summary Page

Applicant should review summary page to ensure the information entered is accurate. Then click **Continue**.



Businesses / File an Application

Register a New Business - Summary Information [?](#)

Progress 100%

Confirm the summary below is correct based on the information you entered and click NEXT to provide your electronic signature.

Please Note: Allow a minimum of 72 hours for updates to be reflected on your Maryland Tax Connect account balance.

Name: Jane Doe
Title: Owner
Signature: Jane Doe

PREPARER INFORMATION

State Law requires a bond for all new businesses making retail sales. Bond amount can be paid now or you can send in your bond payment separately.

[Cancel](#) [Back](#) [Print](#) [Continue](#)

Signature

Select **Yes** to acknowledge that you are authorized to submit CRA on behalf of entity. Otherwise select **No** to return to previous page.

Businesses / File an Application

Register a New Business - Signature ?

Progress 100%

Upon knowledge of a possible penalty being incurred, I acknowledge that I am authorized to file this document online.
Please select the "Yes" button if you agree. Select the "No" button to cancel the submission and go back to the previous page.



Confirmation

Successful submissions will generate a **Confirmation Number**. Print or retain number for future reference.

Businesses / File an Application

Register a New Business - Confirmation

Document was submitted successfully.

The confirmation number is: **FR000000116**

Please print or save this number for future reference.

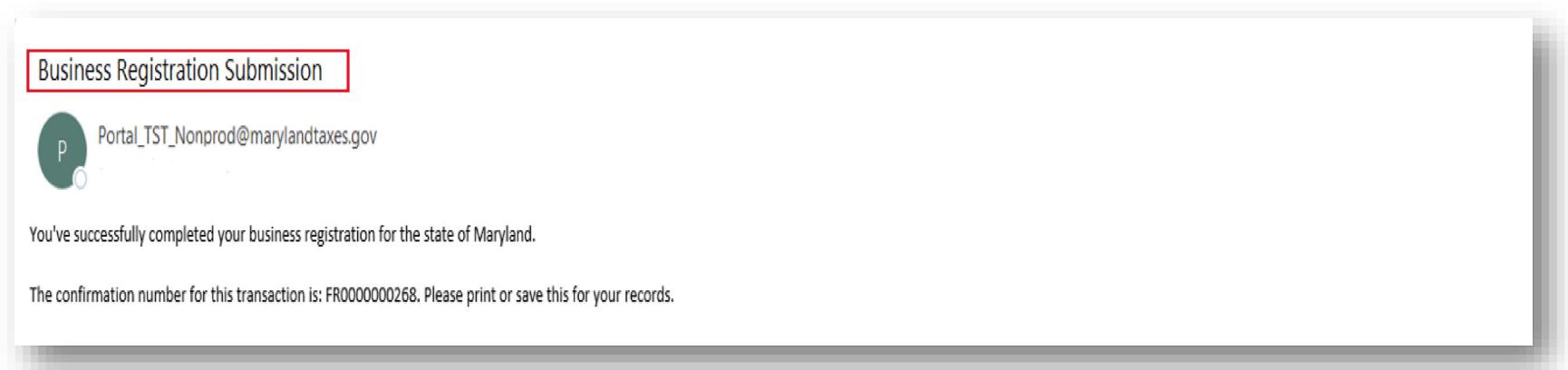
[Print](#)

[Return Home](#)



Registration Confirmation Email

After your business application is successfully submitted you will receive an acknowledgement email.



When your application is approved and you receive
you TAX ID/ Central Registration Number THEN you
may apply for a short term rental

WELCOME TO MARYLAND TAX CONNECT!

You have now successfully registered your Business on Maryland Tax Connect. For additional assistance email us at
MDTAXCONNECTHELP@marylandtaxes.gov
or contact Taxpayer Services Monday-Friday, 8:30am-4:30pm. EDT
at 1-800-638-2937 or 410-260-7980.