

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.

☐ I'm not a robot 
reCAPTCHA
Privacy - Terms

[Log In](#)

[Forgot User Name?](#) [Forgot Password?](#)

New to Maryland Tax Connect? [Sign Up](#)

QUICK LINKS

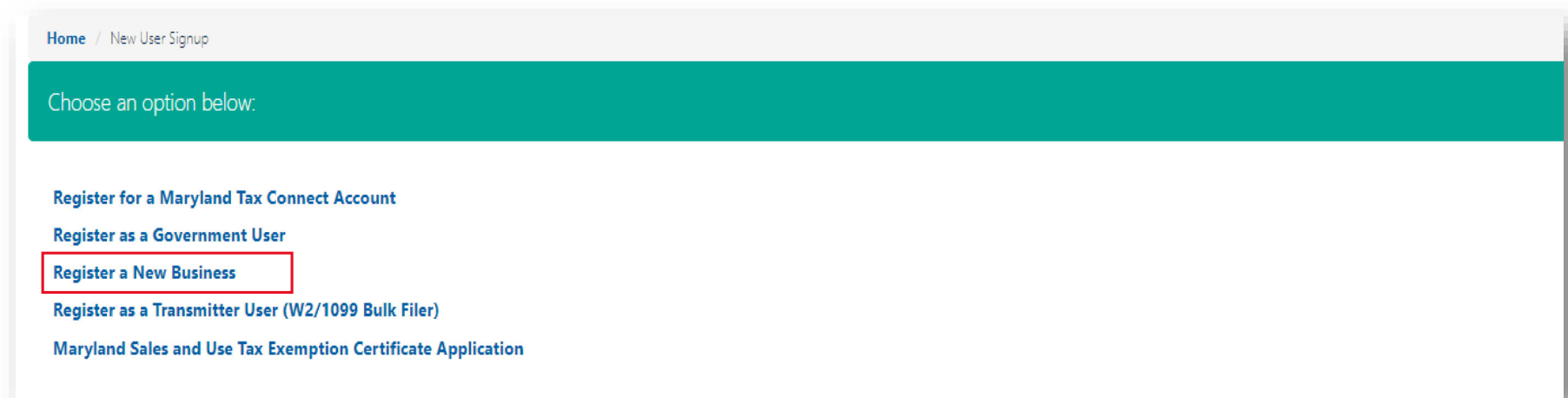


- [Register a Business in Maryland](#)
- [Register as a Government User](#)
- [W2 Bulk Filers](#)
- [1099 Bulk Filers](#)
- [Register for a Maryland Tax Connect Account](#)
- [Maryland Sales and Use Tax Exemption Certificate Application](#)



New User Signup

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

A screenshot of a web application's 'New User Signup' page. At the top, a breadcrumb trail shows 'Home / New User Signup'. Below this is a teal header bar with the text 'Choose an option below:'. The main content area is white and contains five blue links: 'Register for a Maryland Tax Connect Account', 'Register as a Government User', 'Register a New Business' (which is highlighted with a red rectangular border), 'Register as a Transmitter User (W2/1099 Bulk Filer)', and '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

* Indicates required field

Terms and Conditions

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.

Contact Information

* indicates required field

* First Name:	<input type="text" value="First name"/>	* Daytime Phone:	<input type="text" value="xxx xxx xxx"/>
* 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 xxx"/>
		* 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](#)

Cancel

Next



Demographic Information

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

Section A - Demographic Information and Account Registration

Progress

20%

Demographic Information

* indicates required field

All applicants must complete this section.

* 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

* Entity Type:

* Are you a Maryland Resident?:
☐ Yes
☐ No

* Ownership Type:

* First Name:

* Last Name:

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.

Add Account: ?

☒

New Business: ?

☐

Additional Location(s): ?

☐

Merger: ?

☐

Purchased Going Out of Business: ?

☐

Re-Activate/Re-open: ?

☐

Change of Entity: ?

☐

Remit Use Tax on Purchase(s): ?

☐

Reorganization: ?

☐

Other (describe):



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"/>
Enter your NAICS Code that best describes the profit or nonprofit business activity that generates revenue.: <input type="text"/>	

531110 (number for leasing of residential buildings)



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**.

The screenshot shows a web form titled 'Related Parties' under the breadcrumb 'Businesses / File an Application'. A progress bar indicates 40% completion. A table with 8 columns (Iteration #, Last Name, First Name, SSN, Title, Home address, Phone) contains one entry. Below the table is an 'Add' button. At the bottom are 'Back', 'Clear', and 'Save and Continue' buttons. A red box highlights the 'Add' button, and another red box highlights the 'Save and Continue' button. A legend indicates that an asterisk (*) denotes a required field.

Businesses / File an Application

Related Parties

Progress 40%

* indicates required field

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 application interface for 'Businesses / File an Application'. The main heading is 'Section E - Request Coupons'. A progress bar on the right indicates 80% completion. Below the heading, there is a 'Request Coupons' label with a help icon. A teal banner contains the text 'Complete this section to request paper coupons for' followed by a red-bordered box containing 'Sales and Use tax, Withholding, and Admission and Amusement returns.' Below this, a checkbox is preceded by the text 'If you prefer instead to receive your future tax filing coupons by mail, check here:'. At the bottom, there are three buttons: 'Back', 'Clear', and 'Continue'. The 'Continue' button is highlighted with a red border. A red asterisk note '* Indicates required field' is visible on the right side.

Businesses / File an Application

Section E - Request Coupons

Progress 80%

* Indicates required field

Request Coupons ?

Complete this section to request paper coupons for **Sales and Use tax, Withholding, and Admission and Amusement returns.**

If you prefer instead to receive your future tax filing coupons by mail, check here: ☐

[Back](#) [Clear](#) [Continue](#)



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.

No

Yes



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: **FR0000000116**

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.

Business Registration Submission



Portal_TST_Nonprod@marylandtaxes.gov

You've successfully completed your business registration for the state of Maryland.

The confirmation number for this transaction is: FR0000000268. Please print or save this for your records.



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.