

**MONTGOMERY COUNTY, MARYLAND**  
**DIVISION OF TREASURY**  
255 Rockville Pike, Suite L-15  
Rockville, Maryland 20850  
Phone: (240) 777-8994  
Fax: (240) 777-8954

**TELEPHONE TAX ACCOUNT**  
**NUMBER ASSIGNED** \_\_\_\_\_

**APPLICATION FOR MONTGOMERY COUNTY TELEPHONE TAX ACCOUNT NUMBER**  
**PLEASE READ PAGE ENTITLED APPLICATION INFORMATION BEFORE COMPLETING THIS FORM.**  
**ALL QUESTIONS MUST BE ANSWERED ---PRINT OR TYPE**

1. Name under which business is to be conducted \_\_\_\_\_
2. Address of business \_\_\_\_\_  
(Street & Number) (City or Town) (State) (Zip)
3. Is this a new business? \_\_\_\_\_ YES \_\_\_\_\_ NO
4. Date started or date to start at above address \_\_\_\_\_  
(Month) (Day) (Year)
5. Mailing address of business, if different from line 2.  
\_\_\_\_\_  
(Street & Number) (City or Town) (State) (Zip)
6. Telephone number of business (\_\_\_\_\_) \_\_\_\_\_
7. Name and address of owner, if different from lines 1, 2 or 5.  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
(Street & Number) (City or Town) (State) (Zip)
8. Type of ownership: \_\_\_\_\_ Individual Proprietor \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ Other  
Explain Other \_\_\_\_\_
9. Name and address of Partner or Principal Officers (attach another page if necessary)  
\_\_\_\_\_  
\_\_\_\_\_
10. Type of accounting method: \_\_\_\_\_ Cash \_\_\_\_\_ Accrual basis \_\_\_\_\_ Other  
Explain Other \_\_\_\_\_
11. Name and address where accounting records are maintained (If same as 1, 2 or 5 above, leave blank)  
\_\_\_\_\_  
\_\_\_\_\_
12. Monthly filing is required unless quarterly filing is requested. To request quarterly filing check here \_\_\_\_\_ . If checked, quarterly filing is approved unless denied in writing by our office.

\_\_\_\_\_  
(SIGN HERE)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(TYPE OR PRINT NAME OF SIGNER)

**TELEPHONE TAX APPLICATION INFORMATION**

- 1) All persons supplying a connection to the local telephone exchange through a unique telephone number, must submit an application for Montgomery County Telephone Tax Account Number.
- 2) Montgomery County telephone tax account numbers established by the Director of Finance shall not be transferred.
- 3) The monthly return should be accompanied by the tax payment.
- 4) Make check or money orders payable to Montgomery County, Maryland. **Do not send cash.**
- 5) Monthly returns must be filed on or before the 15<sup>th</sup> of each month, covering the immediate preceding calendar month. Upon written application to and with the consent of the Director of Finance, the following schedule may be adopted for filing returns:

<u>For Months of</u>	<u>Return Due On/Or Before</u>
January, February, March	April 15th
April, May, June	June 15th
July, August, September	October 15th
October, November, December	January 15th

When using the above schedule for filing, a return for each month must be completed.

VISIT OUR NEW WEB SITE ON EXCISE TAXES AT:  
[www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)