

Business tax tip #22

Maryland Sales and Use Tax – General Information

Filing Due Dates

Your sales and use tax return is due on the 20th day of the month following the month in which the period ends and is indicated on each return.

If a due date falls on a Saturday, Sunday, or legal holiday, the return is due on the next business day. Depending on the amount of your actual payment, your filing schedule may be changed. We will provide you with advance notice of any change.

File Electronically

You can file your sales and use tax return [online for free by using bFile](#), our free online filing service for businesses. If you are new to bFile, please verify that your financial institution will accept debit transactions. If you have a remittance of \$10,000 or more for any reporting period, you are required to pay with immediately available funds. A direct debit option is available for businesses that use bFile.

No Tax Due?

If you have no tax due for the filing period, you may telefile your business tax return at 410-260-7225. You can also file your business tax return electronically using [bFile](#).

Timely Discount

If you file your sales and use tax return and pay your sales tax on a timely basis, you are allowed to keep a portion of the sales tax as a discount. The allowable discount for timely filing and paying is 1.2% of the first \$6,000 collected and 0.9% for the amount above \$6,000. If the amount on line 7 of your return is \$6,000 or less, multiply that amount by .12 and enter the total on line 8. If the amount on line 7 is greater than \$6,000, multiply that amount by .009, add \$18 and enter the total on line 8. The discount may not exceed \$500 for each return. A vendor who files or is eligible to file a consolidated return is allowed a maximum discount not to exceed \$500 for all returns. A discount cannot be taken if the return and payment are submitted after the due date.

Payments

Make checks or money orders payable to: Comptroller of Maryland - SUT. Write your CR (central registration) number on the check or money order. Please remove any stubs from your checks before mailing.

Mail completed return, together with payments for taxes due, to the following address:

**Comptroller of Maryland
Revenue Administration Division
PO Box 17405
Baltimore, Maryland 21297-1405**

Taxpayers making payments of \$10,000 or more must file and pay electronically, but all taxpayers are encouraged to do so. You can [file electronically for FREE using bFile](#). When you file electronically, you can schedule your payment up to the due date. You may pay by credit card [online](#) or by telephone by calling 1-800-2PAYTAX (1-800-272-9829). Please see our [website](#).

Amended Returns

If you need to change a Sales and Use Tax Return that you have already filed, you may email taxhelp@comp.state.md.us or call 410-260-7980 in Central Maryland or 1-800-MD-TAXES (800-638-2937) from elsewhere.

Exemption Certificates

The Comptroller's Office issues sales and use tax exemption certificates to certain qualifying organizations, entitling them to make specific purchases without paying sales and use tax.

The following organizations can qualify for exemption certificates:

- Nonprofit charitable, educational and religious organizations;
- Volunteer fire companies and rescue squads;
- Nonprofit cemetery companies;
- Qualifying veterans' organizations;
- Government agencies;
- Credit unions.

The exemption certificate is a wallet-sized card, bearing the holder's eight-digit exemption number and the expiration date. For more information about exemption certificates, see Sales Involving [Exemption Certificates](#) and [Tax Tip # 6 – Retail Sales Involving Exemption Certificates](#).

Purchases for Resale

As a buyer, you may make tax-exempt purchases of property that you intend to resell or property that you will incorporate into something you manufacture to sell. To receive this exemption, you must give the vendor a resale certificate. A resale certificate is a written statement that you provide stating that the merchandise or taxable service you buy will be resold or incorporated into tangible personal property or into a taxable service to be produced for sale. Although there is no specific form for a resale certificate, it must include a signed statement that the purchase is intended for resale, the purchaser's name and address, and the purchaser's Maryland sales and use tax registration number. For more information about exemption certificates, see Purchases for Resale and [Tax Tip # 4 – If You Make Purchases for Resale](#).