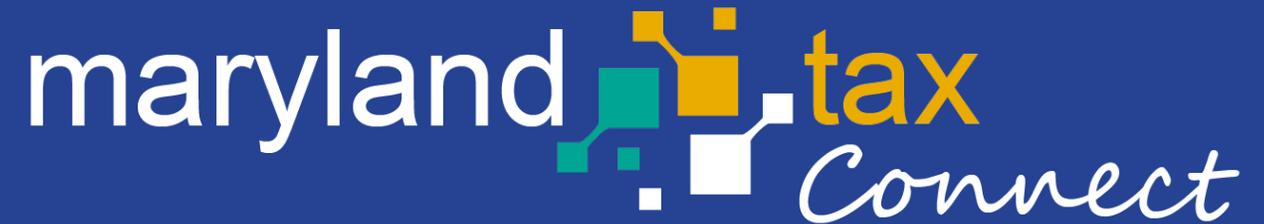


Maryland Tax Connect

Sales and Use Tax Exemption Application Guide



September 2023

Sales and Use Tax Exemption Certificate Application (SUTEC)

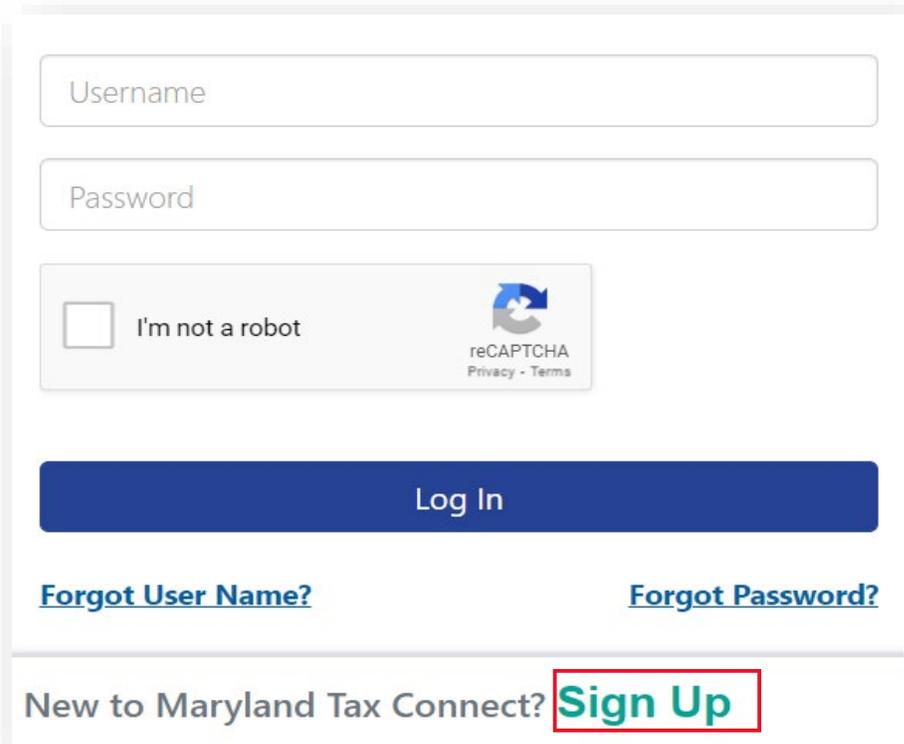
The following pages outline the steps for registering an exempt business using the Sales and Use Tax Exemption Certificate application (SUTEC) Wizard. Businesses can use the Maryland Tax Connect portlet to **Register a New Non-Profit Business.**

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

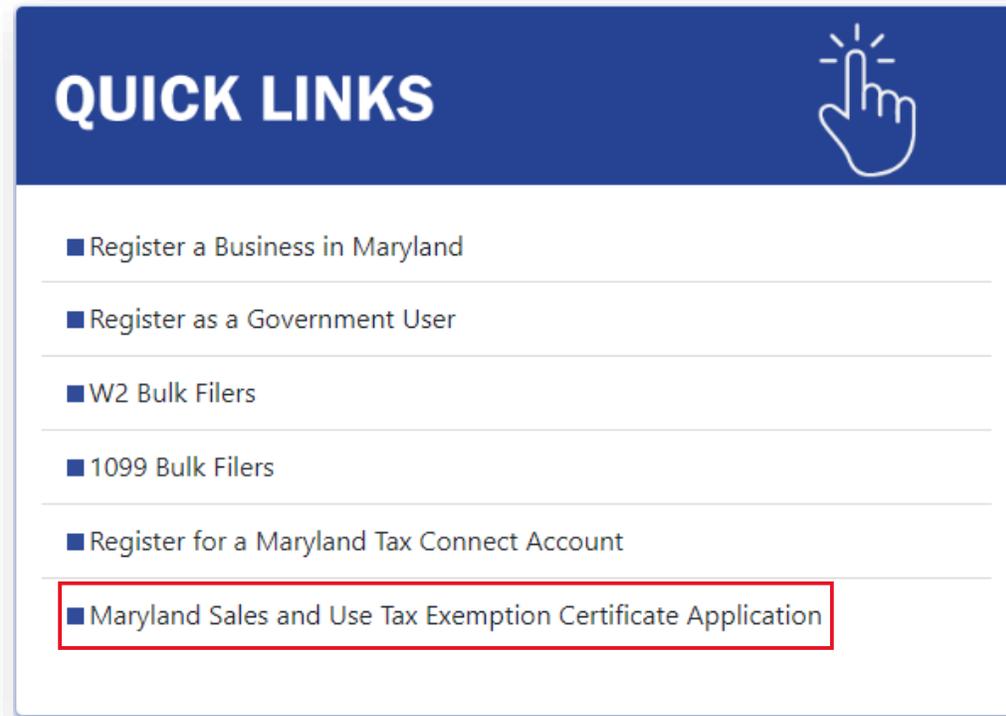


Maryland SUTEC Application

On the Portal homepage select either **Sign up** or **Maryland Sales and Use Tax Exemption Certificate Application** from the **Quick Links** box.



A screenshot of the Maryland Tax Connect login page. It features a white background with a blue header. The login form includes a 'Username' input field, a 'Password' input field, and a reCAPTCHA widget with the text 'I'm not a robot'. Below the form is a blue 'Log In' button. At the bottom, there are links for 'Forgot User Name?' and 'Forgot Password?'. A 'Sign Up' button is highlighted with a red box, and the text 'New to Maryland Tax Connect?' is positioned to its left.



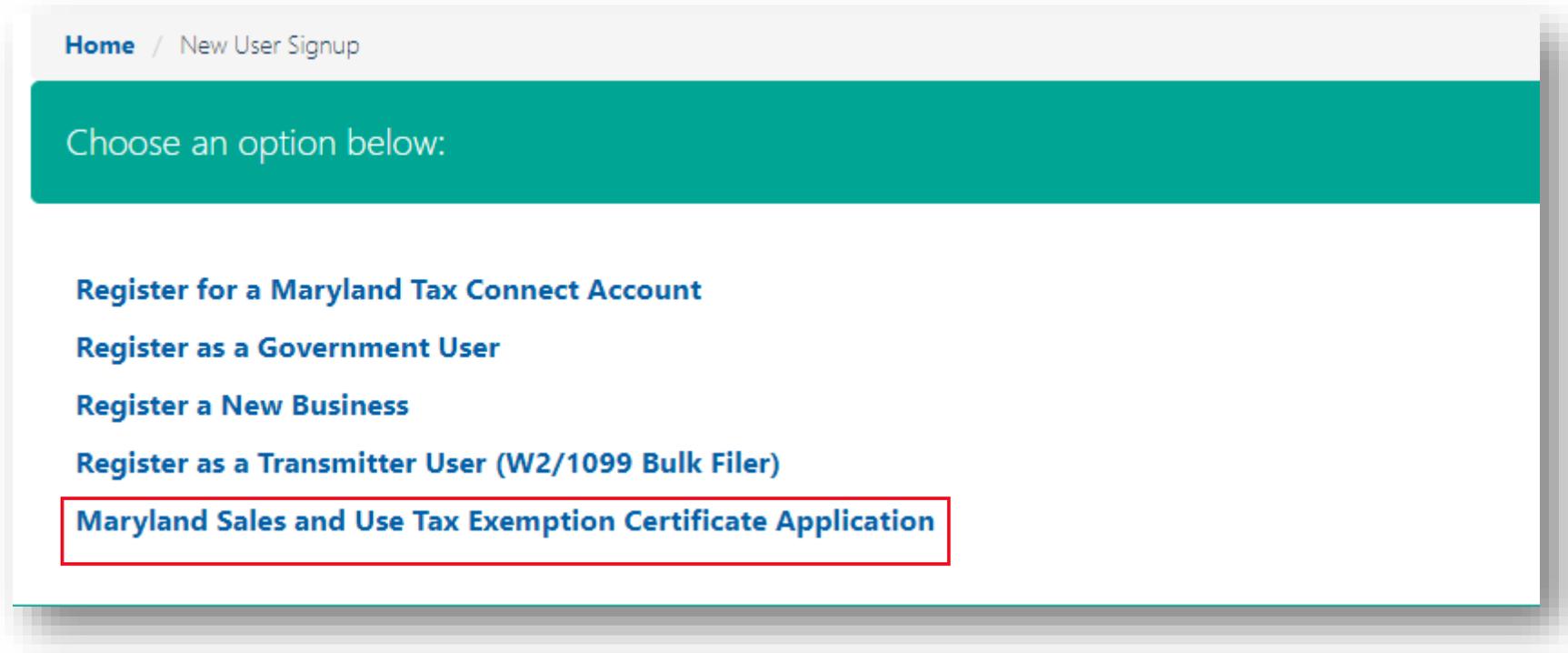
A screenshot of the 'QUICK LINKS' section on the Maryland Tax Connect portal. The section has a dark blue header with the text 'QUICK LINKS' and a hand icon pointing to the right. Below the header is a list of links, each preceded by a small blue square icon. The link 'Maryland Sales and Use Tax Exemption Certificate Application' is highlighted with a red rectangular border.

- 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



Select a New User Signup Option

After selecting Signup, you will be redirected to the new user signup page. Choose **Maryland Sales and Use Tax Exemption Certificate Application**.



The screenshot shows a web page titled "Home / New User Signup". Below the breadcrumb is a teal banner with the text "Choose an option below:". Below the banner are five options listed in blue text:

- Register for a Maryland Tax Connect Account
- Register as a Government User
- Register a New Business
- Register as a Transmitter User (W2/1099 Bulk Filer)
- Maryland Sales and Use Tax Exemption Certificate Application**

The last option is highlighted with a red rectangular border.



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.

Home / Maryland Sales and Use Tax Exemption Certificate Application

Register a Maryland Sales and Use Tax Exemption Certificate Application

* 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



Contact Information

Enter your personal data. Fields marked with an * are required. Once completed, click **Next** to continue.

Register a Maryland Sales and Use Tax Exemption Certificate Application - Contact Information

Applicant(s) are required to complete mandatory fields.

* indicates required field

Contact Information

* **First Name:**

* **Last Name:**

Title:

* **Daytime Phone:**

Extension:

Mobile Phone:

* **Email:**

* **Confirm Email:**

* I'm not a robot 
reCAPTCHA
Privacy - Terms

Cancel

Next



Demographic Information

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

Businesses / File an Application

Maryland Sales and Use Tax Exemption Certificate

Progress 33%

* indicates required field

Demographic Information

All applicants must complete this section.

* Are you a Maryland Resident?: Yes No

* ID Type: FEIN

* Full legal name of organization:

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



Sales and Use Exemption Questions

Describe your nonprofit business activity and select the accompanying schedule. Click on the **Help Icon** for schedule descriptions. Once completed, move to next section. **Note:** *At least one schedule must be selected.*

Sales and Use Exemption Questions

All applicants must complete this section.

Describe the nonprofit business activity or service of the organization:

Are you a non-profit organization exempt under Section 501(c)(3) of the Internal Revenue Code?:

If no, Section (c):

or Other: Section:

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

Qualifying organizations must complete the Maryland Sales and Use Tax Exemption Certificate Application (SUTEC Application) and attach the required documents to the corresponding schedules indicated below. The applicable schedules must be uploaded for the application to be processed. Check all that apply.

Schedule A - IRS Determination Letter

Schedule B - Article of Incorporation

Schedule C - Bylaws

Schedule D - Organizations Physically Located in Maryland & Adjacent Jurisdictions

Schedule E - Religious Organization



Attachments

Use **Upload** option to attach schedules and other supporting documentation. Then click **Continue**.

Maximum File Size: 2MB
Maximum number of attachments allowed: 5
Allowable File Types: .pdf, .jpeg, .jpg, .gif, .png, .xlsx, .xls, .doc, .docx, .csv, .xml, .zip, .txt

[+ Add Files...](#) [Start Upload](#) [Cancel Upload](#) [Delete](#)

RPE payment posted_SW.docx	273.50 KB	* Attachment Type MISCELLANEOUS <input type="text"/>	Delete <input type="checkbox"/>
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Upload Attachments

No Attachments uploaded for this document.

[Clear](#) [Upload](#) [Continue](#)



Authorized Officers

Enter at least **two** officers, trustees, or members related to the business. Then click **Save and Continue**.

Authorized Officers

Progress 66%

* indicates required field

Authorized Officers

Complete for Authorized Officer responsible for taxes. Two Authorized Officers are required to be listed.
Second corporate officer, trustee, or member of organization (must be different from first individual listed).

Iteration #	Last Name:	First Name:	Social Security Number:	Title:	Telephone:	Address:	
1	Doe	Jane	SSN:xxx-xx-3256	Executive Director	+1	45 calvert st, Annapolis, Maryland, 21404	Delete
2	Doe	Mike	SSN:xxx-xx-6983	CFO	+1	45 calvert st, annapolis, Maryland, 21404	Delete

Showing 1 to 2 of 2 entries

Add

Save and Continue

← BackClear



Signatory and Power of Attorney (POA)

Business owner or authorized preparer must complete this section. Fields marked with an * are required. Click the **Help Icons** for POA and Signature requirements. Then click **Continue**.

Signatory and Power of Attorney Information

Progress 100%

Signatory and Power of Attorney Information * indicates required field

All applicants must complete this section.

Check here if a Power of Attorney form is attached:

* Print Name:

* Title:

If Other is chosen, enter the value here:

* Signature:

Upload Attachments

File Name	Attachment Type	
RPE payment posted_SW.docx	MISCELLANEOUS	

Back Clear Upload Continue



Summary Page

Review summary page to ensure information entered is accurate. Click the **Print** button to generate copy of submission. Then **Continue** to proceed.

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.

PHYSICAL LOCATION

Physical Location Address: 45 Calvert St

Physical Location City: Annapolis

County: ANNE ARUNDEL

Physical Location State: MD

Physical Location Zip Code: 21404

SIGNATORY AND POWER OF ATTORNEY INFORMATION

Check here if a power of attorney form is attached: false

Print Name: Mike Doe

Title: CFO

Signature: Mike Doe

Cancel Back Print Continue



Authorized Taxpayer Signature

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

Businesses / File an Application

Signature ?

Progress 100%

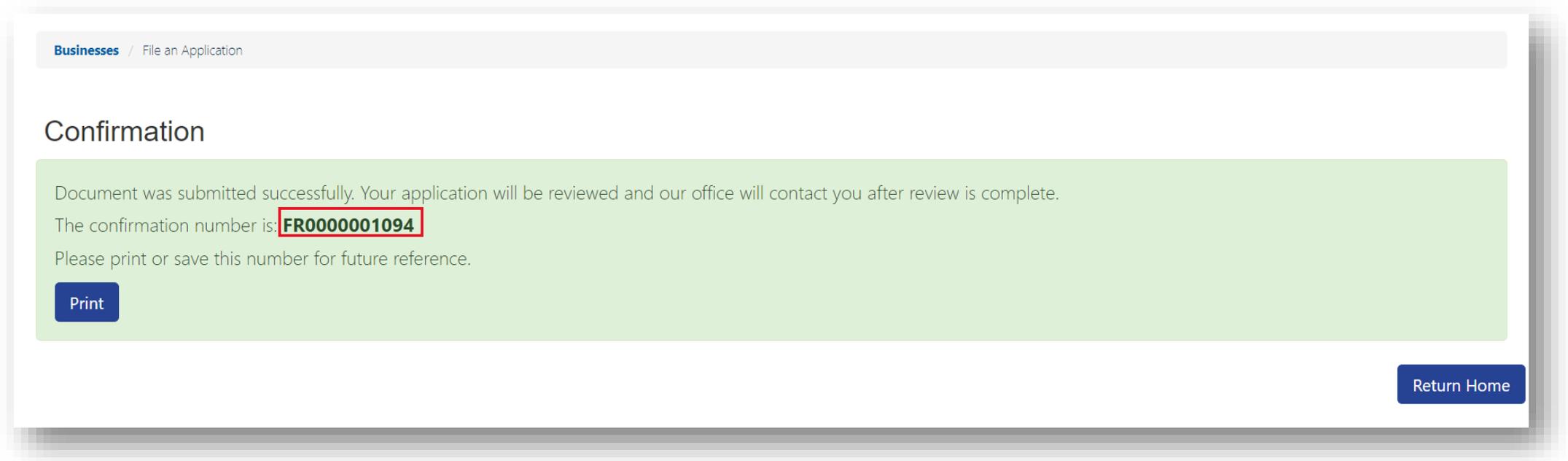
Upon knowledge of a possible penalty being incurred, I acknowledge that I am authorized to file this document online.
Please select the "Yes" button if you agree. Select the "No" button to cancel the submission and go back to the previous page.

No Yes



Confirmation

Successful submissions will generate a confirmation number. Print or retain number for future reference.

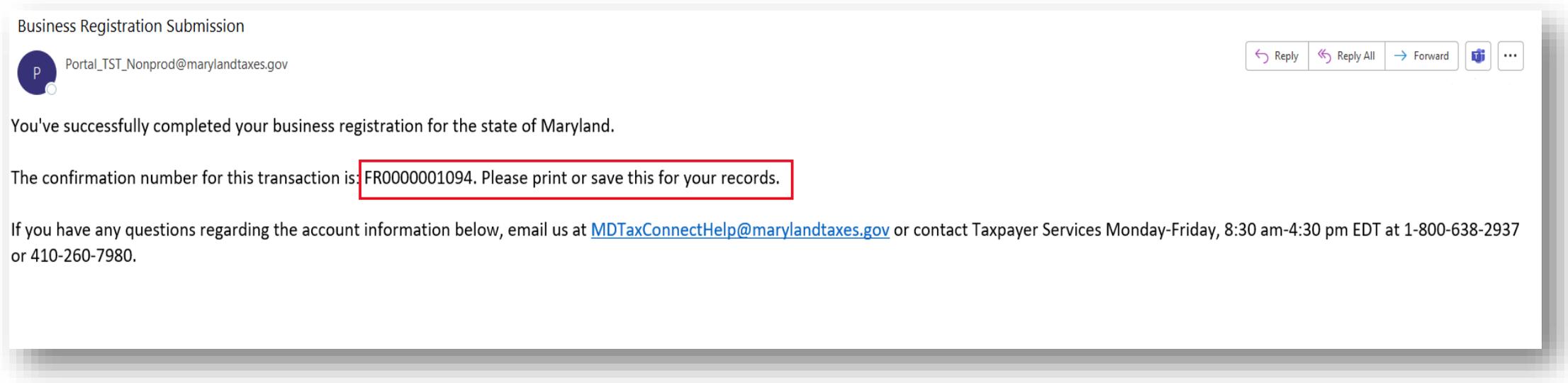


The screenshot shows a web application interface. At the top, there is a breadcrumb trail: "Businesses / File an Application". Below this, the heading "Confirmation" is displayed. A green message box contains the text: "Document was submitted successfully. Your application will be reviewed and our office will contact you after review is complete. The confirmation number is: **FR0000001094**". The number is highlighted with a red border. Below the message, there is a "Print" button. In the bottom right corner of the page, there is a "Return Home" button.



Confirmation Email

Retrieve your temporary password from the confirmation email and click the embedded **Login** link to return to the Maryland Tax Connect homepage.



WELCOME TO MARYLAND TAX CONNECT!

You have now successfully submitted a SUTEC Application 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.