

# Maryland Tax Connect

## Renewal Services Guide

---



September 2023

# Renewal Services

---

The following pages outline the steps to submitting a Maryland State Tax Renewal Form. The **Renewal Services Guide can be used for following tax types** (*Motor Fuel, Slot Machines and Sales and Use Tax Exemption Certificates*).

To perform these procedures, you must have a Maryland Tax Connect profile and active Tax Accounts.



# Maryland Tax Connect-Home Page

Log-in to your Maryland Tax Connect Account using your **User ID** and **New Password**. Then check ReCAPTCHA to **Log In**.

janedoe24

.....

I'm not a robot

reCAPTCHA  
Privacy - Terms

Log In

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

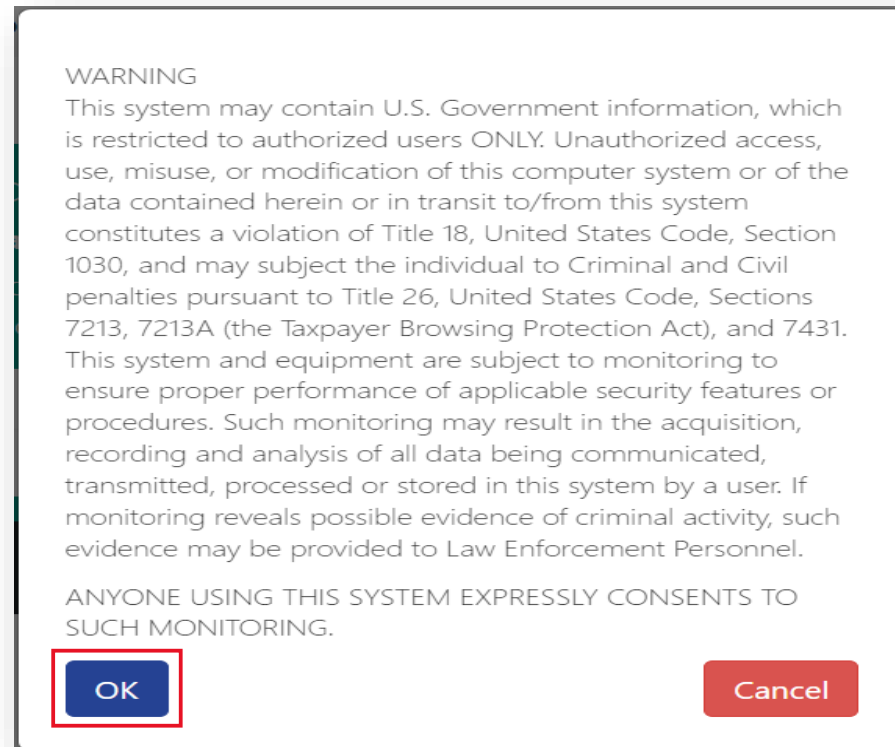
New to Maryland Tax Connect? [Sign Up](#)



# User Warning Message

---

When accessing your Maryland Tax Connect homepage you will be prompted to read and accept monitoring message. Click **Ok** to consent and proceed.



WARNING

This system may contain U.S. Government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel.

ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

**OK** Cancel



# Account-Home Page

From your account page click **Select an Account** button to view all available Taxpayers.

The screenshot displays the 'Account-Home Page' with a green navigation bar at the top containing: Home, Profile Information, Account Inquiry, Online Services (highlighted with a red box), Secure Message Center, and Service Requests. Below the navigation bar, the page is divided into several sections:

- Welcome, Jane:** A sidebar section with a 'Select an Account' button (highlighted with a red box) at the bottom. It includes messages about incomplete documents, login history (Monday, 10/16/2023 02:19 PM), and password expiration (37 days).
- User Profile Summary:** Displays the user's name (Jane Doe), email (portaltest@marylandtaxes.gov), and ID (TU00000000144).
- Account Information:** Lists the address: STEVE CORRESPONDENCE, 102 E. MAIN ST., SHARPSBURG, MD 21782, UNITED STATES.
- Tax Accounts:** A table with columns: Account Type, Account ID, Address, Last Activity Date, Current Balance, and Last Period Filed. It lists five accounts, including Administrative/Bond, Alcoholic Beverage Tax/Resident/Non-Resident Dealer, and Motor Fuel Tax/Dealer License. A red box highlights the 'Tax Accounts' header.
- Account Balances:** A table with columns: Account Type, Account ID, Period End Date, Balance, and Status. It shows three entries for 'SALES AND USE TAX/FILING' with balances of \$1,255.00, \$3,390.00, and \$2,706.00. A 'Make Payment' button is located to the right of the table.



# My Profiles Page

Select the Taxpayer from your Profile list that you are submitting a Renewal on behalf of.

Home Profile Information Account Inquiry Online Transactions Secure Message Center Service Requests

Profile Information / My Taxpayers

## My Profiles ?

Below is the list of profiles you are authorized to view. Click the name in the list to view the details below.

Search:

Profile	Last Accessed
STEVE CORRESPONDENCE	10/12/2023


Showing 1 to 1 of 1 entries

⏪ ⏩ 1 ⏪ ⏩



# Online Services

Select **Online Services** from the menu bar. Then **Renewal Services** from the drop-down menu.



The image shows a screenshot of a web application's navigation menu. The menu bar is a teal-colored horizontal bar with several items: "Home", "Profile Information", "Account Inquiry", "Online Services", "Secure Message Center", and "Service Requests". The "Online Services" item is highlighted with a red rectangular border. Below the menu bar, a dropdown menu is visible, containing four items: "File a Form", "Saved and Submitted Items", "Make a Payment", and "Renewal Services". The "Renewal Services" item is also highlighted with a red rectangular border.



# Renewal Services Page

Review informational help and page text for available Renewals and Certificates.

Online Services / Renewal Services

## Renewal Services

Welcome to the **Maryland Tax Connect Renewal Services** page! You can use this page to renew your Maryland Tax Licenses or Exemption Certificates. The form information below has been prepopulated based on default account information. Use the drop-down menus to make alternative selections. The **Tax Form Instructions** are available on the next page. Click the **Next** button when you are ready to continue.

### License Renewals

- Motor Fuel
- Slot Machine

### Exemption Certificate Renewals

- Motor Fuel
- Sales and Use Tax





# Renewal Services Page

Taxpayer selected will appear in name field. Complete all required fields then click **Next** to continue.  
**Note:** *Form fields and business rules will vary depending on **Form type**.*

When making a payment only authorized accounts are listed in the account type drop down.

\* indicates required field

* Type of Transaction:	Account Renewal	▼
* Taxpayer Name:	STEVE CORRESPONDENCE	▼
* Account:	SALES AND USE TAX/SALES EX GOVERNMENT	▼
* Account ID:	SUTEC:3000001-7 LEGAL: STEVE CORRESPONDENCE	▼
* Form Type:	SUTEC202EC RENEWAL APPLICATION	▼
* Period:	10/1/2022 - 9/30/2027	▼

Next



# Enter Tax Form

Review Return Header and verify demographic information. Then click **Next** to move to the subsequent tab. Click the **Tax Form Instructions** button for specific form information.

Enter Tax Form - Data Entry Form

Please complete the fields in the tabs below. You may click Save and Exit at any time to save your changes and come back to this return later to complete it. Before a return can be submitted, you will need to validate that all entries are correct. Please click Validate below.

\* Indicates required field

Tax Form Instructions

Form Header | SUTEC Renewal | Attachments

Taxpayer Information	Form Information
<b>Name:</b> STEVE CORRESPONDENCE	<b>Form Type:</b> SUTEC2022EC RENEWAL APPLICATION
<b>Account:</b> SALES AND USE TAX/SALES EX GOVERNMENT	<b>Period Begin Date:</b> 10/01/2022
<b>Account ID:</b> SUTEC:3000001-7	<b>Period End Date:</b> 09/30/2027
<b>Address:</b> 102 E. MAIN ST. SHARPSBURG, MD 21782 UNITED STATES	

Next

Cancel Print Save and Exit Save and Continue Validate

# Enter Tax Form

Select **SUTEC Renewal tab** and begin entering form data. **Note:** *Form tabs and fields will vary across Form types. (Ex: **Slot Machine, Motor Fuel or Bay Restoration**).*

The screenshot displays a web-based form interface for 'SUTEC Renewal'. At the top, there are three tabs: 'Return Header', 'SUTEC Renewal' (which is highlighted with a red box), and 'Attachments'. Below the tabs, there are two main sections, each with a teal header bar and a red-bordered label:

- ORGANIZATION INFORMATION:** This section contains a table with the following structure:

Line #	Line Item	
	Name has Changed? Check box if yes.	<input type="checkbox"/>
	If Name Has Changed, Provide the Name Here	<input type="text"/>
- ORGANIZATION PHYSICAL ADDRESS:** This section contains a table with the following structure:

Line #	Line Item	
	Is Physical Address On File Correct? Check box if yes.	<input type="checkbox"/>
	If Physical Address Has Been Changed, Provide the Physical Address in the below lines	<input type="text"/>
	Physical Address 1	<input type="text"/>
	Physical Address 2	<input type="text"/>
	City	<input type="text"/>
	State	<input type="text"/>
	Zip	<input type="text"/>



# Enter Tax Form

Continue entering Form data. Click **Validate** to allow the system to auto-calculate restricted fields and apply specific Form rules.

ORGANIZATION MARYLAND DAT INFORMATION		
Line #	Line Item	
	Maryland DAT Dept. ID	<input type="text"/>
	Is your organization located in Maryland? Check box if yes.	<input type="checkbox"/>
	If no, select jurisdiction.	<input type="text" value=""/>

ORGANIZATION NON-PROFIT CATEGORIZATION		
Line #	Line Item	
	Is Organization Religious? Check box if yes.	<input type="checkbox"/>
	Non-Profit Classification	<input type="text" value=""/>
	Does the Organization Derive Its Non-Profit Status From A Parent Organization? Check box if yes.	<input type="checkbox"/>
	If Yes, Enter IRS Group Exemption Number	<input type="text"/>



# Enter Tax Form

Finish entering Form data then click **Next** to start subsequent tab. Click **Back** to return to previous pages.

**ORGANIZATION MAILING ADDRESS**

Line #	Line Item	
	Was the mailing address on the renewal letter sent out in May correct? Check box if yes.	<input checked="" type="checkbox"/>
	If Mailing Address Has Been Changed, Provide the Mailing Address in the below lines	
	Mailing Address 1	<input type="text"/>
	Mailing Address 2	<input type="text"/>
	City	<input type="text"/>
	State	MARYLAND <input type="text"/>
	Zip	<input type="text"/>

**CONTACT INFORMATION**

Line #	Line Item	
	Name*	Jane Doe
	Title*	BoardMember <input type="text"/>
	Phone*	4102607980
	Email*	Portaltesti@marylandtaxes.gov



# Enter Tax Form

Use **Attachments** tab to upload required documents (ex: 501C). Select **Add Files** then **Start Upload**. Click **Validate** then **Next** to continue.

\* indicates required field  
[Tax Form Instructions](#)


**Form Header**   **SUTEC Renewal**   **Attachments**

Please attach any additional documents to be submitted with the return.

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

**+Add files...**   **Start upload**   **Cancel upload**   **Delete**

Previously Uploaded Attachments

File Name	Attachment Type	
RPE payment posted_SW.docx	MISCELLANEOUS	

**Back**

**Cancel**   **Print**   **Save and Exit**   **Save and Continue**   **Validate**   **Submit**



# Summary Page

Review Form summary and click **Next**. Use the **Print** button to generate a PDF of Form.

Online Services / File a Form

## Summary Information ?

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

**Form Type:** SALES AND USE TAX EXEMPTION CERTIFICATE (SUTEC) RENEWAL APPLICATION

**Period End Date:** 09/30/2027

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

[← Back](#) [Print](#) [Next](#)



# Authorized Taxpayer Signature

---

Review the Maryland Tax Connect user acknowledgement statement. Select **Yes** to continue or **No** to return to previous page.

Online Services / File a Form

## Enter Tax Form - Signature

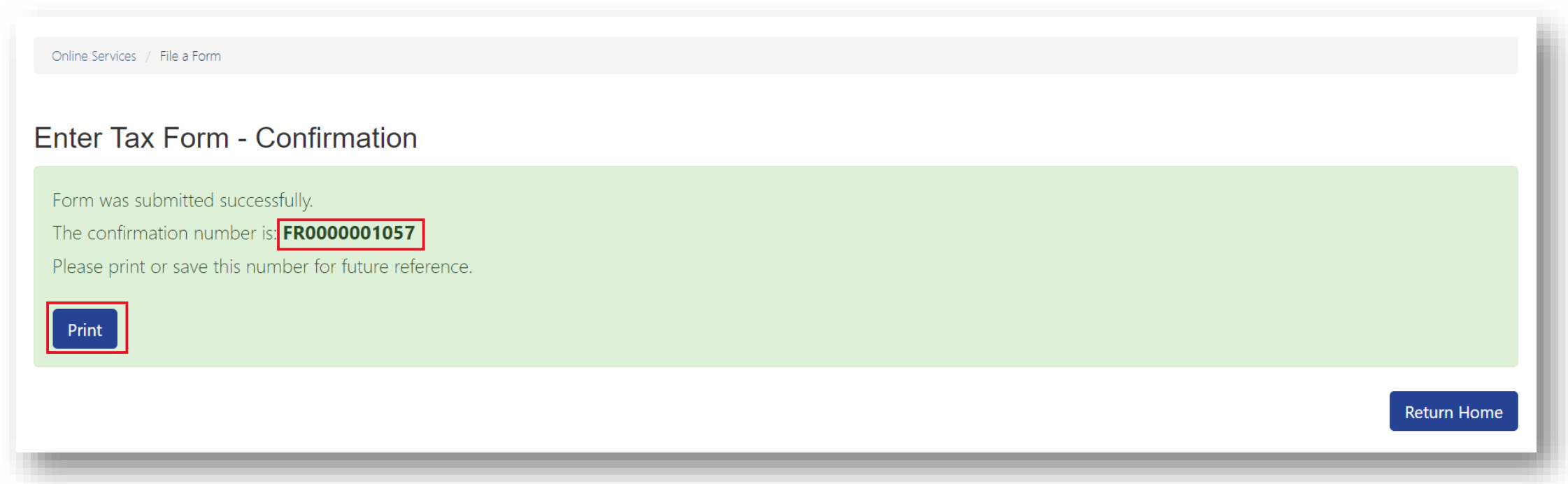
Upon knowledge of a possible penalty being incurred, I acknowledge that I am authorized to file a form for the taxpayer represented in the tax form now being submitted online. Please select the "Yes" button if you agree. Select the "No" button to cancel the submission and go back to the form.





# Confirmation Page

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



The screenshot shows a web interface for a confirmation page. At the top, there is a breadcrumb trail: "Online Services / File a Form". Below this, the main heading is "Enter Tax Form - Confirmation". A green message box contains the text: "Form was submitted successfully. The confirmation number is: **FR0000001057**. Please print or save this number for future reference." The confirmation number is highlighted with a red box. Below the message box, there is a blue "Print" button, also highlighted with a red box. In the bottom right corner of the page, there is a blue "Return Home" button.



# Form PDF

Taxpayer can use print button to generate copy of completed **Form**.

**MARYLAND FORM 202EC MARYLAND SALES AND USE TAX EXEMPTION CERTIFICATE RENEWAL APPLICATION**

STEVE CORRESPONDENCE  
102 E. MAIN ST.  
SHARPSBURG MD 21.782.00

ACCT: 30000017

**Sales and Use Tax Exemption Certificate Renewal Application**

1. Your organization's federal exemption status:  §501(c)(3)  §501(c)(4)  §501(c)(19)  Other

IRS group exemption # \_\_\_\_\_ and FEIN \_\_\_\_\_

2. Is your organization located in Maryland? DAT Dep. ID \_\_\_\_\_  Yes  No  
If no, in which adjacent jurisdiction is your organization located? Select jurisdiction.  
 DC  PA  VA  WV  DE

**Required Attachments if applicable**

Copy of organization IRS determination letter: \_\_\_\_\_   
Proof of Good Standing for adjacent jurisdiction where your organization is located: \_\_\_\_\_   
Changes to mailing or physical address - complete in space provided in instructions: \_\_\_\_\_   
If organization's name has changed - copy of amended Articles of Incorporation: \_\_\_\_\_

UNDER PENALTIES OF PERJURY, I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Jane Doe \_\_\_\_\_ **Board Member**  
Print Name Signature Officer Title

4102607980 \_\_\_\_\_  
Day Home Telephone number Date Federal Employer ID Number

**MARYLAND FORM 202EC MARYLAND SALES AND USE TAX EXEMPTION CERTIFICATE RENEWAL APPLICATION INSTRUCTIONS**

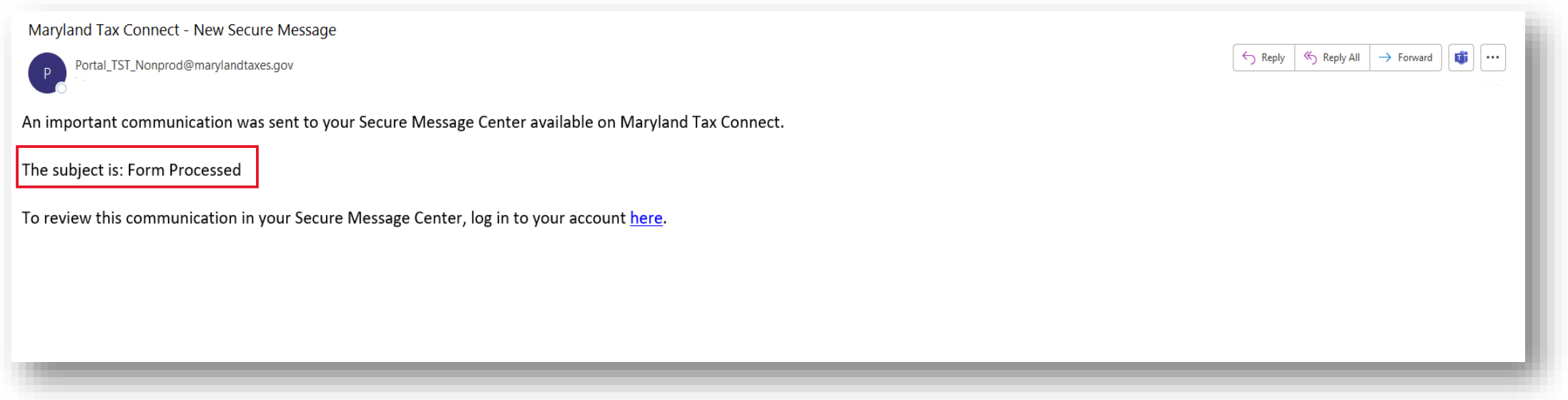
- The Revenue Administration Division will reissue sales and use tax exemption certificates to non-profit organizations holding certificates expiring September 30, 2022. To renew your organization's exemption, **fully complete** the application and **promptly return**.
- This is the only notice you will receive. Failure to promptly return this application, may delay the issuance of your new certificate. **New certificates will not be mailed out until September of 2022.**
- Address change:  
Mailing Address - Line 1 (Street No. and Street Name) \_\_\_\_\_ Physical Address - Line 1 (Street No. and Street Name) \_\_\_\_\_  
Mailing Address - Line 2 (PO Box, Apt No., Suite No., Floor No.) \_\_\_\_\_ Physical Address - Line 2 (PO Box, Apt No., Suite No., Floor No.) \_\_\_\_\_  
City or Town \_\_\_\_\_ State MD ZIP Code \_\_\_\_\_ City or Town \_\_\_\_\_ State MD ZIP \_\_\_\_\_
- Mail your completed application and any required attachments to:  
**Comptroller of Maryland  
Revenue Administration Division  
P.O. Box 549 - SUTEC RENEWAL  
Annapolis, Maryland 21404-0549**  
If you have any questions regarding this application, please contact Taxpayer Services Division at 410-260-7980 or toll-free at 1-800-638-2937. You may also email [taxhelp@marylandtaxes.gov](mailto:taxhelp@marylandtaxes.gov).



# Confirmation Email

---

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



# WELCOME TO MARYLAND TAX CONNECT!

You have now successfully submitted a Tax Renewal Form on  
Maryland Tax Connect.

For additional assistance email us at  
[MDTAXCONNECTHELP@marylandtaxes.gov](mailto:MDTAXCONNECTHELP@marylandtaxes.gov)  
or contact Taxpayer Services Monday-Friday, 8:30am-4:30pm. EDT  
at 1-800-638-2937 or 410-260-7980.