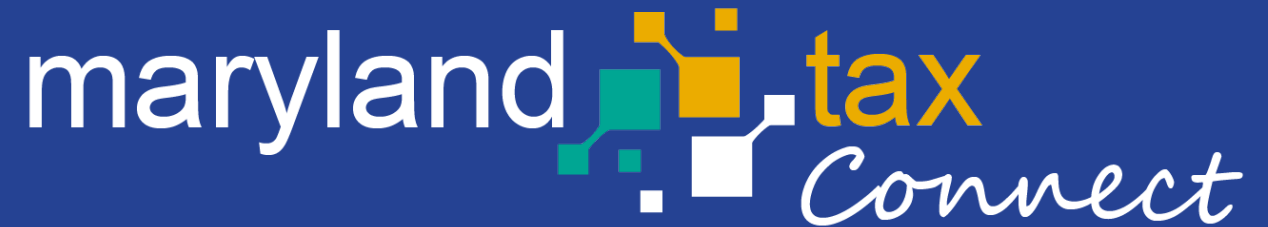


Maryland Tax Connect

File A Form As A Registered Maryland Tax
Connect User Guide



September 2023

File A Tax Form

The following pages outline the steps for Filing a Maryland State Tax Form. The **File a Form Guide** can be used for the following Maryland tax types: **Sales and Use, Admissions and Amusement, and Withholding.**

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

Note: To pay Admissions and Amusement, Withholding or Sales and Use Tax Filing, you must First File a Form/Return.



Maryland Tax Connect-Home Page

Log-in to your Maryland Tax Connect Account using your **User ID** and **New Password**. Then check the **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/Entities.

Home Profile Information Account Inquiry **Online Services** Secure Message Center Service Requests

Welcome, Bob
You have 0 incomplete documents
You last logged in on **Friday, 03/08/2024 10:06 AM**
Your password will expire in 60 day(s). Go to Profile Information, User Profile to change your password.

Tax Accounts

Account Type	Account ID	Address	Last Activity Date	Current Balance	Last Period Filed
SALES AND USE TAX/FILING	CRN:35130891	110 CARROLL ST, ANNAPOLIS, MD 21411-0001 UNITED STATES		\$0.00	

Showing 1 to 1 of 1 entries

Account Balances

This taxpayer has no outstanding debt.

User Profile Summary

Bob Doe
portaltest@marylandtaxes.gov
TU00000061277

Account Information

MTCEXPRESS INC
110 CARROLL ST
ANNAPOLIS, MD 21411-0001
UNITED STATES

Select an Account



My Profiles Page

Select the Taxpayer/Entity from your Profile list that you are filing a **Form/Return** on behalf of.

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

Profile Information / My Profiles

My Profiles ?

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

[Add Profile](#)

Search:

Profile	Last Accessed
MTCEXPRESS INC	03/08/2024

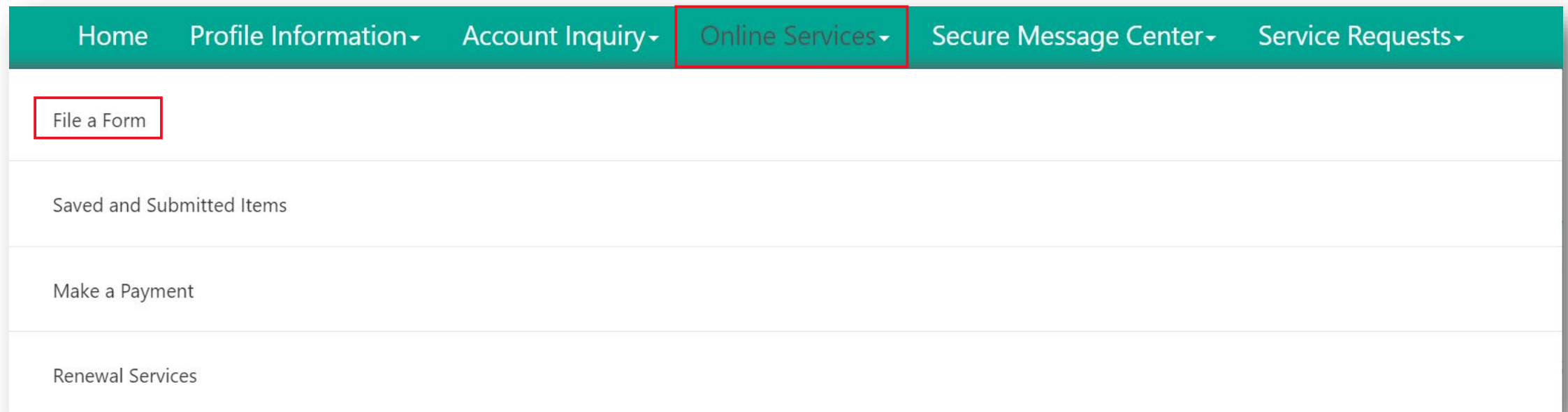
Showing 1 to 1 of 1 entries

⏪ ⏩ 1 ⏪ ⏩



Online Services

From the Profile page select **Online Services** from the menu bar. Then **File a Form** from the drop-down menu.



The screenshot shows a navigation menu with the following items: Home, Profile Information, Account Inquiry, Online Services, Secure Message Center, and Service Requests. The 'Online Services' item is highlighted with a red box. Below the menu, a dropdown list is visible with the following items: File a Form, Saved and Submitted Items, Make a Payment, and Renewal Services. The 'File a Form' item is also highlighted with a red box.



File A Form Page

Taxpayer/Entity selected will appear in the name field. Complete all required fields * then click **Next**.

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

* indicates required field

* Name: MTCEXPRESS INC

* Account: SALES AND USE TAX/FILING

* Account ID: CRN:35130891 LEGAL: MTCEXPRESS INC

* Form Type: SALES AND USE TAX RETURN FORM 202

* Return Type: ORIGINAL RETURN

* Filing Method: DATA ENTRY

* Period End Date: 1/1/2024 - 3/31/2024

Cancel Next



Enter Tax Form Header Tab

Review Return Header and verify demographic information. Then click **Next** to move to the subsequent tab.

The screenshot displays a web interface for entering tax form header information. At the top, a green navigation bar contains links for Home, Profile Information, Account Inquiry, Online Services, Secure Message Center, and Service Requests. Below this, a breadcrumb trail shows the current path: Form Header (highlighted with a red box), Sales and Use Tax 202, Sales and Use Tax 202F Facilitators, and Office Use For Converted Returns. An 'Instructions' button is located in the top right corner. The main content area is divided into two sections: 'Taxpayer Information' and 'Form Information'. The 'Taxpayer Information' section lists: Name: MTCEXPRESS INC, Account: SALES AND USE TAX/FILING, Account ID: CRN:35130891, and Address: 110 CARROLL ST, ANNAPOLIS, MD 21411-0001, UNITED STATES. The 'Form Information' section lists: Form Type: SALES AND USE TAX RETURN FORM 202, Period Begin Date: 01/01/2024, and Period End Date: 03/31/2024. A red box highlights the 'Next' button in the bottom right corner. At the bottom of the page, there are buttons for Cancel, Print, Save and Exit, Save and Continue, and Calculate.

Section	Field	Value
Taxpayer Information	Name	MTCEXPRESS INC
	Account	SALES AND USE TAX/FILING
	Account ID	CRN:35130891
	Address	110 CARROLL ST ANNAPOLIS, MD 21411-0001 UNITED STATES
Form Information	Form Type	SALES AND USE TAX RETURN FORM 202
	Period Begin Date	01/01/2024
	Period End Date	03/31/2024



Enter Tax Form-SUT 202

Begin entering data for the **Form Type** selected. Click **Tax Form Instructions** for specific Form requirements. **Note:** Form requirements vary across tax types.

* indicates required field

Tax Form Instructions

Form Header **Sales and Use Tax 202** Sales and Use Tax 202F Facilitators Office Use For Converted Returns

Sales And Use Tax 202

Line #	Line Item	
	Name or Address has changed (attached completed Change of Name or Address Form)	<input type="checkbox"/>
	FINAL RETURN (attach completed Sales and Use 202 Final Return Form)	<input type="checkbox"/>
	Check this box if you are reporting sales or purchases subject to the 9% tax rate under Senate Bill 516 of 2023 on Line 12 or Line 23. You must report your physical location address and political subdivision for this reporting period. See Instruction A.	<input checked="" type="checkbox"/>
	Reported Political Subdivision Code (See Instruction A)	0201 - ANNAPOLIS
	Maryland Physical Location Address Line 1 (Street No. and Street Name) (No PO Box)	45 Calvert Street
	Maryland Physical Location Address Line 2 (Apt No., Suite No., Floor No.) (No PO Box)	
	City	Annapolis
	State	MD
	Zip Code + 4	21404
	Maryland County	ANNE ARUNDEL



Enter Tax Form-SUT 202

Continue entering Form data. **Note:** Form fields and business rules will vary depending on Form type. (Ex: **Withholding, Sales and Use, Amusement and Admissions, etc.**).

1	Marketplace Facilitator	<input type="checkbox"/>
2	Out of State Vendor	<input type="checkbox"/>
3	Gross sales (Whole dollars only, taxable and non-taxable direct sales)	\$ 1,000.00
4A	6% Taxable Sales (Excluding digital products)	\$ 60.00
4	Tax due on sales subject to 6% rate (Excluding digital products)	\$ 800.00
5A	6% Taxable Sales (Digital products)	\$ 48.00
5	Tax due on sales subject to 6% rate (Digital products)	\$ 700.00
6A	12% Tax Due (Electronic Smoking Devices, Tobacco Pipes)	\$ 42.00
6	Tax due on sales subject to 12% rate (Electronic Smoking Devices, Tobacco Pipes)	\$ 600.00
7A	60% Tax Due (Vaping Liquid)	\$ 36.00
7	Tax due on sales subject to 60% rate (Vaping Liquid)	\$ 500.00
8A	11.5% Car and motorcycle rentals and peer-to-peer car sharing	\$ 30.00
8	Tax due on Car and motorcycle rentals subject to 11.5% rate	\$ 400.00
9A	8% Trucks Rentals and peer-to-peer car sharing	\$ 24.00
9	Tax due on Truck Rentals and peer-to-peer car sharing subject to 8% rate	\$ 300.00
10	Add Lines 8 and 9 and enter the total tax due on short-term rentals	\$ 700.00



Enter Tax Form-SUT 202

Continue entering Form data. Click **Calculate** periodically for system to auto-calculate restricted fields and apply specific Form business rules.

11A	9% Alcoholic Beverages	?	\$	100.00
11	Tax due on Sales of alcoholic beverages subject to 9% rate	?	\$	150.00
12A	9% rate under Senate Bill 516 of 2023	?	\$	80.00
12	Tax due on Sales subject to the 9% rate under Senate Bill 516 of 2023	?	\$	60.00
13A	Add Lines 4, 5, 6, 7, 10, 11, and 12 and enter the total on this line		\$	3,510.00
13B	Enter line 10 from Form 202F		\$	0.00
13	Add lines 13a and 13b and enter the total		\$	3,510.00
14	Reported Timely Discount	?	\$	0.00
15	Tax Credit - Qualified Job Training. Enter certification amount (see instructions)		\$	0.00
16	Subtract Line 14 or 15 from Line 13 and enter the difference on this line		\$	3,510.00



Enter Tax Form-SUT 202

Continue entering **Form** data.

17A	Taxable purchases subject to the 6% rate	?	\$	500.00
17	6% Purchases Tax Due	?	\$	50.00
18A	Taxable purchases of truck rentals and peer-to-peer car sharing subject to the 8% rate	?	\$	400.00
18	8% Purchases Tax Due	?	\$	40.00
19A	Taxable purchases of alcoholic beverages subject to the 9% rate	?	\$	300.00
19	9% Purchases Tax Due	?	\$	30.00
20A	Taxable purchases of car and motorcycle rentals subject to the 11.5% rate	?	\$	200.00
20	11.5% Purchases Tax Due	?	\$	20.00
21A	Taxable purchases of electronic smoking devices and tobacco pipes subject to the 12% rate	?	\$	100.00
21	12% Purchases Tax Due	?	\$	10.00
22A	Taxable purchases of vaping liquid subject to the 60% rate	?	\$	150.00
22	60% Purchases Tax Due	?	\$	70.00
23A	Taxable purchases subject to the 9% rate under Senate Bill 516 of 2023	?	\$	250.00
23	9% Purchases under Senate Bill 516 of 2023 Tax Due	?	\$	25.00
24	Total tax on purchases. Add the totals from lines 17, 18, 19, 20, 21, 22, and 23 and enter the total on this line		\$	0.00



Enter Tax Form-SUT 202

Finish entering Form data then click **Calculate** and **Next** to start next tab. Click **Back** to return to previous pages. Greyed fields will be auto-calculated.

25	Total taxes due (add Lines 16 and 24)	\$	604.75
26	Refund Due	\$	0.00
27	Subtract Line 26 from Line 25 and enter the difference on this line	\$	604.75
28A	Late File Penalty (compute penalty at 10% of Line 27)	\$	0.00
28B	Compute Interest from the due date of the return	\$	0.00
28	Add Lines 28a and 28b and enter the total	\$	0.00
29	Sales and Use Tax balance due (add Lines 27 and 28)	\$	604.75
30A	Prepaid Wireless E 9-1-1 Fee (.60 per transaction)	\$	0.00
30B	Discount (Fee x 0.03)	\$	0.00
30C	Total Prepaid Wireless E 9-1-1 Fee due	\$	0.00
31	Total Balance Due (add Lines 29 and 30c)	\$	604.75

Back Next

Cancel Print Save and Exit Save and Continue Calculate Submit



Enter Tax Form-202F Tab

Select subsequent tab and enter Form data. Click **Tax Form Instructions** for specific Form requirements.

* Indicates required field

Tax Form Instructions

Form Header Sales and Use Tax 202 **Sales and Use Tax 202F Facilitators** Office Use For Converted Returns

Sales and Use Tax 202F Facilitators

Line #	Line Item		
1	Gross sales facilitated into Maryland (Whole dollars only, taxable and non-taxable)	?	\$ 500.00
2A	Facilitated sales subject to 6% rate (Excluding digital products)	?	\$ 30.00
2	6% Facilitated Sales and Use Tax (Excluding digital products)	?	\$ 40.00
3A	Sales subject to 6% rate (Digital products)	?	\$ 400.00
3	6% Facilitated Sales and Use Tax (Digital products)	?	\$ 40.00
4A	Sales subject to 12% rate (Electronic Smoking Devices, Tobacco Pipes)	?	\$ 300.00
4	12% Facilitated Sales and Use Tax (Electronic Smoking Devices, Tobacco Pipes)	?	\$ 36.00



Enter Tax Form-202F Tab

Finish entering Form data then click **Calculate** and **Submit**. Taxpayer can also click **Save and Exit** to pause and resume later.

5A	Sales subject to 60% rate (Vaping Liquid)	?	\$	200.00
5	60% Facilitated Sales and Use Tax (Vaping Liquid)	?	\$	120.00
6A	Car and motorcycle rentals and peer-to-peer car sharing subject to 11.5% rate	?	\$	150.00
6	11.5% Facilitated Car and motorcycle rentals and peer-to-peer car sharing tax	?	\$	17.25
7A	Truck Rentals and peer-to-peer car sharing subject to 8% rate	?	\$	100.00
7	8% Truck Rental and peer-to-peer car sharing Tax	?	\$	8.00
8	Add Lines 6 and 7 and enter the total tax due on short-term rentals		\$	25.25
9A	Sales of alcoholic beverages subject to 9% rate	?	\$	200.00
9	9% Alcoholic Beverage Tax	?	\$	18.00
10	Add Lines 2, 3, 4, 5, 8 and 9 and enter the total on this line and on line 13b of Form 202		\$	225.05

Back Next

Cancel Print Save and Exit Save and Continue Calculate Submit



Summary Information

Verify information on summary page then click **Next** to submit. Use the **Print** button to generate a PDF of the completed 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.

Total Tax:	\$1,063.60
Total Amount Due:	\$1,063.60
Form Type:	202 SALES AND USE TAX RETURN
Period End Date:	03/31/2024
Please Note:	Allow a minimum of 72 hours for updates to be reflected on your Maryland Tax Connect account balance.

Penalty and Interest is calculated as of 08-Mar-2024.

[← Back](#) [Print](#) [Next](#)



Authorized Taxpayer Signature

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

Online Services / File a 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. Once you select Yes, you cannot change the submitted form. The only way to correct errors or update information is to file an amended return.

No

Yes



Confirmation Page

Successful submissions will generate a **Confirmation Number**. Print or retain number for future reference. Click the **Make a Payment Now** to pay liability.

Online Services / File a Form

Confirmation

Your form was submitted successfully.

The confirmation number is: **FR0000061278**

Print your completed tax form or save the confirmation number for future reference.

[Make a Payment Now](#)

[Print](#)

[Return Home](#)



Form Payment

After selecting **"Make a Payment Now"** you will be redirected to the Form Payment page to enter payment amount and method. Partial payments are accepted or check the box to pay total balance. Click **Next** to continue.

Form Payment ?

* indicates required field

Form Details

Taxpayer Name	MTCEXPRESS INC	Period End Date	03/31/2024
Account	SALES AND USE TAX/FILING	Amount Due:	\$1,063.60
Account ID	CRN:35130891	Return Confirmation #	FR0000061278

Penalty and Interest is calculated as of 08-Mar-2024.

Total Tax: \$1,063.60
Total Amount Due: \$1,063.60
Form Type: 202 SALES AND USE TAX RETURN
Period End Date: 03/31/2024
Please Note: Allow a minimum of 72 hours for updates to be reflected on your Maryland Tax Connect account balance.

*** Payment Amount:** \$ Check here to pay Total Outstanding Balance

*** Payment Method:**



Schedule Electronic Payment

Check the radio button for either **Existing** or **New Bank Account**. (**note:** *existing, will prepopulate saved banking details*). Complete all required fields and scroll down to continue.

Schedule Electronic Payment ⓘ

* indicates required field

Make an electronic payment directly from your bank account. This MUST be a US Bank or Financial Institution (credit union, mutual fund, brokerage firm etc.) If the Date Of Withdraw falls on a weekend or bank holiday then the transaction will take place on the next business day.

Additional Penalty and Interest may accrue if payment is not made as of 30-May-2024.

Taxpayer Name: MTCEXPRESS INC Payment Amount: \$500.00

Use an existing Bank Account

Please select a Bank Account None

Add New Bank Account

* Bank Routing Number: 000125366

* Bank Account Number: 789654123123

* Confirm Bank Account Number: 789654123123

* Bank Account Type: BUSINESS/CORPORATE CHECKING

* Bank Account Holder Name: Bob Doe

* Phone: 4102607980



Schedule Electronic Payment

Billing address will prepopulate. Review page details for accuracy and complete any required fields. Then check the authorization box and click **Submit** to confirm payment. **Note:** Future dates can be scheduled using the calendar.

Billing Address

* Street Address 1: 110 CARROLL ST

Street Address 2:

* City: ANNAPOLIS

* State: MARYLAND

* Zip Code: 21411-0001

* Country: UNITED STATES

Nickname: Enter a "nickname" for this account if you would like to save it for future payments.

Enter Payment Effective Date and Authorization

* Effective Date: Friday, 03/08/2024

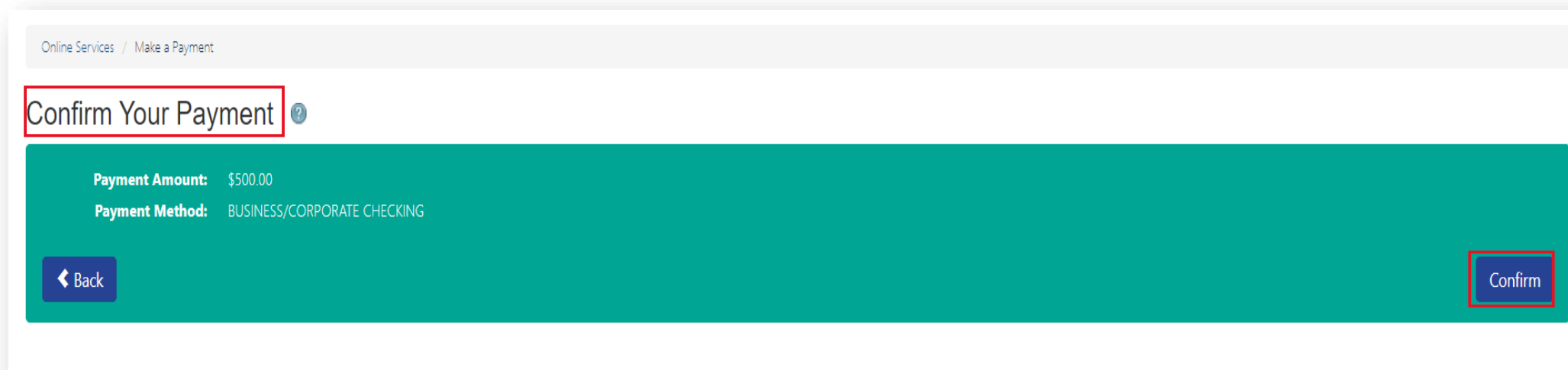
* I hereby authorize the withdrawal of funds as specified above for tax payments.

[Back](#) [Submit](#)



Payment Confirmation Page

Verify payment details before submission. **Note:** You have up to the day before your scheduled date to cancel your payment by going to “**save and submitted**” under **Online Services** and clicking delete. If additional assistance is required, contact Tax Help at [@TAXHELP](#) or 410-260-7980.



The screenshot shows a web interface for confirming a payment. At the top, there is a breadcrumb trail: "Online Services / Make a Payment". Below this, the heading "Confirm Your Payment" is displayed with a question mark icon. The main content area has a teal background and contains the following information:

- Payment Amount:** \$500.00
- Payment Method:** BUSINESS/CORPORATE CHECKING

At the bottom of the teal area, there are two buttons: a "Back" button on the left and a "Confirm" button on the right. Both buttons are highlighted with red boxes in the image.



Payment Confirmation Page

Successful submissions will generate a message “**payment has been accepted**” and a **Confirmation Number**. Print or retain number for future reference.

Online Services / Make a Payment

Payment Confirmation

If the Transaction Date falls on a weekend or bank holiday, then the transaction will take place on the next business day. If the Due Date falls on a weekend or holiday, the return is due the next business day. The payment has been accepted. The confirmation number and payment details can be found below.

The payment has been accepted. The confirmation number and payment details can be found below.

[Return Home](#)

Transaction Information

Confirmation #:	FR0000061278	Cancel By Date:	Friday, 03/08/2024
Status:	IN PROCESS	Cancel By Time:	11:59 PM

Payment Information

Taxpayer Name:	MTCEXPRESS INC	Effective Date:	Friday, 03/08/2024
Document Type:	202 - SALES AND USE TAX RETURN	Period Covered:	03/31/2024
Amount Paid:	\$500.00		
Payment Amount:	\$500.00		
Fee Amount:	\$0.00		



WELCOME TO MARYLAND TAX CONNECT!

You have now successfully Filed a Form 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.