Maryland Tax Connect

File A Form As A Registered Maryland Tax Connect User Guide

maryland tax Connect
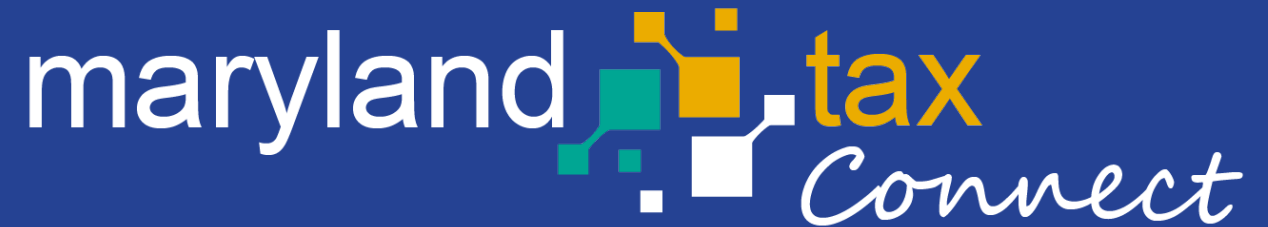
September 2023

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 preform 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.

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.

My Profiles Page

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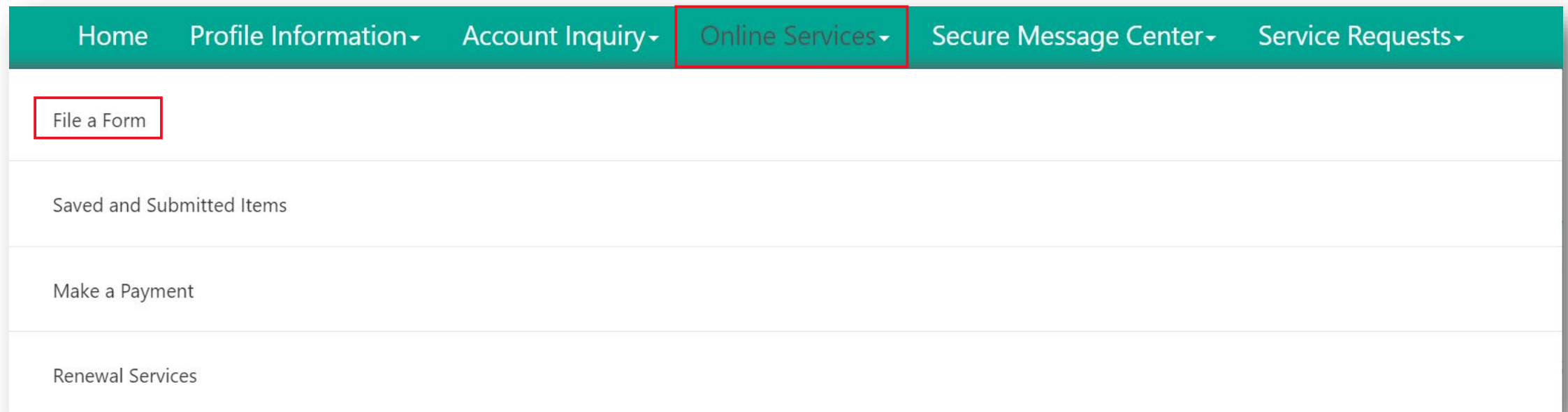
Online Services

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

File A Form Page

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

Enter Tax Form Header Tab

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

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.

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	☐
2	Out of State Vendor	☐
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.

Enter Tax Form-202F Tab

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

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 ⑦

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.

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.

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.

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.
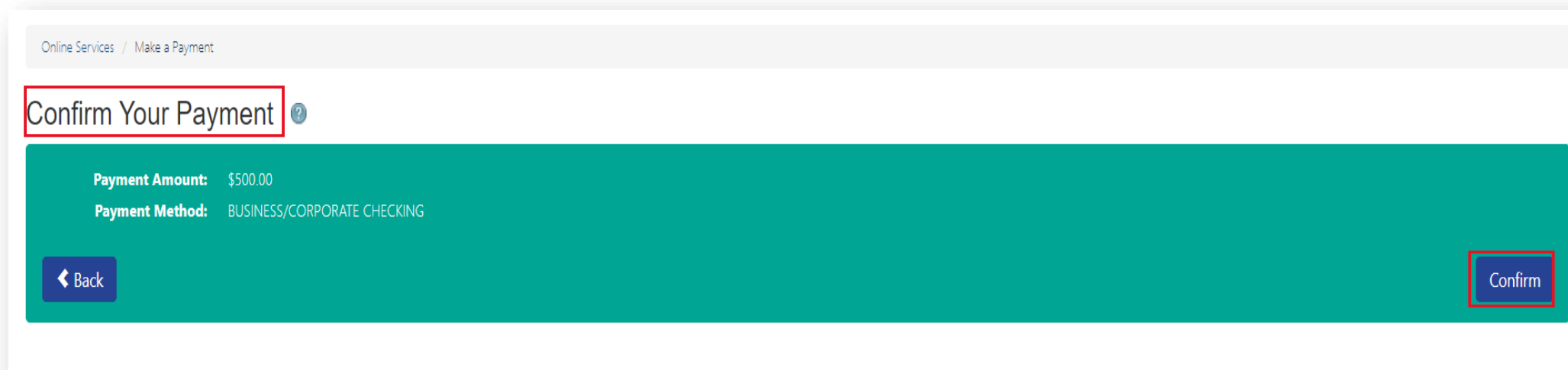
Payment Confirmation Page

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.

Payment Confirmation Page

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

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.