



- Remove the label and attach it to the return you are filing.
- If any information on the label is incorrect, please do not use the label.

2003

Maryland Tax Forms for Corporations

Forms and instructions for filing corporation income tax returns for calendar year or any other tax year or period beginning in 2003.

This booklet includes:

- Form 500 - Corporation Income Tax Return
- Form 500E - Application for Extension of Time to File Corporation Income Tax Return
- Form 500D - Declaration of Estimated Corporation Income Tax
- Form 500UP - Underpayment of Estimated Corporation Income Tax

Important reminders:

- Read the instructions in this booklet.
- Use the above label on Form 500.
- Enter the Federal Employer Identification Number (FEIN) and tax year beginning and ending dates on all forms and payments.
- Sign and date the return.

New businesses can register online & set up tax accounts when visiting our Web site at www.marylandtaxes.com
See the back of this booklet for more details.



William Donald Schaefer

Maryland Corporation Taxpayers

This booklet contains the necessary forms and instructions for a corporation to file a Maryland corporation income tax return for tax year 2003. Please read the instructions and forms carefully.

Please use blue or black ink when completing your forms and checks.

S corporation forms are not included in this booklet. S corporations, partnerships and limited liability companies must use the pass-through entity tax return, Form 510.

Manufacturing corporations are subject to a special single factor formula of receipts. The rules for calculating this single factor can be found in Maryland Tax Regulation 03.04.03.10. Form 500MC is no longer required.

Direct Deposit of refunds is available for all corporations.

Form 500CR

Form 500CR is used by individuals and businesses to claim allowable business tax credits, as listed below. See page 5 of the instructions for more information about these tax credits. You can obtain Form 500CR from any Maryland taxpayer service office or our Web site at www.marylandtaxes.com.

Businesses That Create New Jobs Tax Credit

Clean Energy Incentive Tax Credit

Commuter Tax Credit

Electric and Gas Utility Credits

Employer-Provided Long-Term Care Insurance Credit

Employment Opportunity Tax Credit

Enterprise Zone Tax Credit

* Green Buildings Tax Credit

Long-Term Employment of Qualified Ex-Felons Tax Credit

Job Creation Tax Credit

Maryland Disability Employment Tax Credit

Maryland-Mined Coal Tax Credit

Neighborhood Partnership Program Tax Credit

One Maryland Economic Development Tax Credit

Research and Development Tax Credit

Telecommunications Property Tax Credit

Water Quality Improvement Credit

Work-Based Learning Program Credit

* This credit is new for tax year 2003. See Form 500CR.

Businesses that claim a credit for the rehabilitation of a heritage structure must complete Form 502H for the Heritage Structure Rehabilitation Tax Credit.

Reminders

- Include your federal employer identification number (FEIN) on the tax return and other forms in this booklet.
- Be sure to enter the business activity code number on Form 500.
- Indicate the corporate name, federal employer identification number, type of tax and the tax year on all correspondence and payments.

Forms and help

For online business registration, tax forms, instructions, publications, and Maryland Tax Regulations, visit our Web site at:

www.marylandtaxes.com

E-mail your tax questions to us at:
taxhelp@comp.state.md.us

For assistance, call:

410-260-7980

in Central Maryland or
1-800-MD TAXES (638-2937)
from elsewhere

GENERAL INSTRUCTIONS

FILING FORM 500

Purpose of Form Form 500 is used by a corporation and certain other organizations to file an income tax return for a specific tax year or period.

NOTE: S corporations must use Form 510 — Pass-Through Entity Income Tax Return. (See inside front cover of this tax booklet to request forms.)

Taxpayers Required to File Every Maryland corporation must file an income tax return on Form 500, even if it has no taxable income or if the corporation is inactive. Every other corporation which is subject to Maryland income tax law and has income or losses attributable to sources within Maryland must also file Form 500.

Corporations operating in Maryland and in one or more other states are subject to Maryland income tax if they exceed the provisions for federal protection from state taxation. U.S.C.A. Title 15, Section 381 of the Interstate Commerce Tax Act (P.L. 86-272) prescribes the extent of business activity required before states may impose income taxes.

A multistate corporation that operates in Maryland but is not subject to the Maryland income tax law is not required to file, although a return reflecting an apportionment factor of zero may be filed for record purposes. Letters in lieu of filing will not be accepted. All financial institutions formerly subject to financial institution franchise tax are subject to corporation income tax and have special apportionment rules. See Maryland Tax Regulations 03.04.08.

When and Where to File File Form 500 by the 15th day of the 3rd month following the close of the tax year or period, or by the original due date required for filing the federal return. The return must be filed with the Comptroller of Maryland, Revenue Administration Division, Annapolis, Maryland 21411-0001.

Corporations and organizations that are afforded a later due date for federal returns under the Internal Revenue Code are afforded the same due date for Maryland income tax returns.

Signatures Required Form 500 must be signed by a duly authorized corporate officer. Preparers, other than corporate employees, must also sign the return.

In the case of a return filed by a fiduciary, the fiduciary must sign the return and attach verification of the authority to do so.

ORGANIZATIONS EXEMPT FROM FILING The following organizations are not subject to the Maryland corporation income tax and are exempt from filing an income tax return on Form 500, except as specified:

- **Business trusts** shall be classified as corporations, partnerships, trusts or otherwise, as determined under United States Internal Revenue Code.
- **Pass-through entities** defined as partnerships in Internal Revenue Code Section 761, S corporations in Internal Revenue Code Sections 1361 and 1362, limited liability companies (LLC) in Maryland Corporations and Associations Article Section 4A-101 and business trusts in Maryland Corporation and Associations Article Section 12-101.

An LLC is treated as a partnership for Maryland income tax purposes, unless it is treated as a corporation for federal income tax purposes.

These entities are afforded pass-through tax treatment and must file an income tax return on Form 510 for information purposes. Additionally, each partner or shareholder must file an individual income tax return on Form 502 (Form 505 for non-residents).

An exception to the pass-through tax treatment is S corporation income that is subject to federal income tax at the corporation level. This income is also subject to Maryland corporation income tax.

Maryland will follow the IRS rules for a single member LLC electing to be disregarded as a separate entity ("check-the-box") and certain partnerships that do not actively conduct a business and have elected not to be treated as a partnership.

For additional information regarding the taxation and filing requirements of pass-through entities, see the instructions provided with Form 510. (See inside front cover of tax booklet to request information and forms.)

• **Nonprofit organizations** that are exempt from taxation under Internal Revenue Code Section 501, except those with taxable income for federal purposes, such as unrelated business taxable income.

Under Section 501, a variety of organizations, generally nonprofit groups organized for charitable or mutual benefit purposes, are exempt from income taxation. However, they may be subject to income tax if they have income from the operation of a business not related to the purpose for which they received their exemption.

The same tax treatment that is afforded for federal income tax purposes is afforded for Maryland income tax purposes. Income that is taxable for federal purposes is also taxable for Maryland purposes. Exempt organizations with federal taxable income must file Form 500 to report the income and pay the tax.

Whether or not required to file Form 500, nonprofit organizations operating in Maryland that are subject to federal exempt-status notification requirements must register with the Maryland Revenue Administration Division. To register, an authorized official must submit a letter of request accompanied by a copy of the Internal Revenue Service determination of tax-exempt status.

Other agencies such as the State Executive Department - Secretary of State, State Department of Assessments & Taxation and Attorney General's Office, each have their own specific requirements for nonprofit organizations.

- **Investment conduits** such as a Regulated Investment Company (RIC), Real Estate Investment Trust (REIT) and a Real Estate Mortgage Investment Conduit (REMIC), except those with taxable income for federal purposes. Investment conduits with such taxable income must file Form 500 reporting the taxable income.
- **Individual retirement account (IRA) trusts** that are exempt from taxation under Internal Revenue Code Section 408 (e)(1), except those with taxable income for federal purposes. IRA trusts with such taxable income must file Form 500 reporting the taxable income.

• **Insurance companies** within the meaning of the Insurance Article, Annotated Code of Maryland are subject to the insurance company premium tax. Insurance companies must contact the Maryland Insurance Administration regarding filing requirements and taxation. (See back cover of tax booklet for address and phone number.)

• **Common trust funds** as defined in the Maryland Financial Institutions Article Section 3-501(b).

• **Fiduciary** taxpayers must file an income tax return on Form 504. For additional information contact the Maryland Revenue Administration Division. (See back cover of tax booklet for address and phone number.)

SPECIAL REQUIREMENTS FOR CERTAIN ORGANIZATIONS

• **Affiliated corporations** that file consolidated federal returns must file separate Maryland returns for each member corporation. Each member corporation must file and report the taxable income on a separate basis, without regard to the consolidation for federal income tax purposes. Consolidation adjustments reported for federal purposes are not allowed for Maryland purposes.

• **Qualified Sub-S Subsidiaries** are treated as divisions by the Internal Revenue Code and are not considered as separate entities for Maryland purposes. These divisions will be included on the parent company's annual Maryland return.

GENERAL INFORMATION FOR FORM 500

Accounting Periods The tax year or period used for the federal return must be used for the Maryland return. Accordingly, calendar tax years, fiscal tax years, 52-53 week tax years, one-day returns and short tax periods may be necessary for Maryland filing purposes.

A Maryland return must be filed for each reporting period for which a federal return is filed or required. The form used for filing must reflect the preprinted tax year in which the corporation's tax year begins.

In the case of a 52-53 week tax year, Maryland follows federal treatment as to effective dates or the applicability of any provision expressed in terms of tax years beginning, including or ending with reference to a specified date.

Use of Federal Figures In preparing Form 500, all items that are reported for federal purposes must be reported on the Maryland return in the same manner. The character of an item cannot be changed from that required or elected for federal purposes.

Copy of Federal Return Required A copy of pages 1 through 4 of the actual federal income tax return as filed with the Internal Revenue Service for the corresponding tax period must be attached to Form 500. The Maryland filing will not be complete unless the required federal copy is attached.

Corporations included in a consolidated filing for federal income tax purposes must file separate returns for Maryland purposes and attach a copy of pages one through four of the actual consolidated federal return to each Maryland filing. Each Maryland filing must also include a copy of the columnar schedules of income and expense and of balance sheet items (which are required for the federal filing), reconciling the separate items of each member corporation to the consolidated totals.

Taxable Income The starting point for Form 500 is the taxable income as developed for the federal income tax return after net operating loss and special deductions for dividends. (See "Specific Instructions" for line 1.) No modification of the federal net operating loss or special deductions is allowed under Maryland income tax law except in the case of a Foreign Source Dividend Subtraction. For more information see Administrative Release 18.

The federal **net operating loss deduction** is effectively allowed for the Maryland filing by using federal taxable income. The federal provisions for carryback and carryover also apply for purposes of the Maryland return unless you are following certain provisions of the Job Creation and Worker Assistance Act of 2002 and/or Jobs and Growth Tax Relief Reconciliation Act of 2003. The State of Maryland decoupled from the special depreciation allowances and 5-year carryback provisions. If an election to forgo a carryback is made, a copy of the federal election must have been included with the Maryland return for the loss year. For more information refer to Administrative Release 38.

For the tax year in which a net operating loss occurs, that current operating loss is used to offset Maryland modifications. If the total of addition modifications exceeds the total subtraction modifications in the tax year of the net operating loss, a modification to recapture the excess of additions over subtractions is required when claiming the corresponding net operating loss deduction. See the Specific Instructions for additional information.

The federal **special deduction for dividends** is treated as a current year deduction. It is deducted from federal taxable income before application of the net operating loss deduction. The deduction reduces taxable income and may create a net operating loss.

In the case of an affiliated group of corporations filing a consolidated return for federal purposes, each member corporation must calculate any net operating loss and special deductions based on its separate federal taxable income and loss. The deductions must be calculated in strict accordance with federal income tax provisions, as if the member corporation is not involved in a consolidated filing and files a separate return with the Internal Revenue Service.

Maryland modified income is federal taxable income after statutory addition and subtraction modifications. For a listing of the statutory addition and subtraction modifications, see the Specific Instructions.

Maryland apportioned income is applicable only for multistate corporations and is developed by applying the apportionment factor to Maryland modified income. For an explanation of apportionment provisions, see the Instructions for Computation of Apportionment Factor.

Maryland taxable income is federal taxable income after statutory modifications and applicable apportionment.

Business Tax Credits For more information about credits against the tax see Specific Instructions for line 10c or the instructions provided for Form 500CR-Business Tax Credits. Form 500CR is available from the Maryland Revenue Administration Division. (See inside front cover of tax booklet to request forms.)

Tax, Interest and Penalty The corporation tax rate is 7% of Maryland tax income for tax years and periods beginning in 1967 through 2003. The annual rate of interest charged for taxes owed to the State is shown in the table below.

Period	Interest Rate
1/1/1967 to 6/30/1975	6%
7/1/1975 to 6/30/1982	9%
7/1/1982 to 12/31/1983	15%
1/1/1984 to 12/31/1984	12%
1/1/1985 to 12/31/1985	13%
1/1/1986 to 12/31/1989	12%
1/1/1990 to 12/31/1990	13%

1/1/1991 to 12/31/1992	12%
1/1/1993 to 12/31/2004	13%
(The rate for calendar year 2005 will be set and available by 10/1/2004.)	

A penalty is applicable for late filing of tax returns and/or late payment of any taxes due. Additional penalties are applicable for the filing of false, fraudulent or frivolous returns and civil and/or criminal fines and imprisonment may apply.

In the case of delinquent taxes, the State will record a lien and judgment and proceed with legal action as necessary to effect collection of the balance due.

OTHER MATTERS

Extension of Time to File If unable to file Form 500 by the due date, a corporation must submit Form 500E - Application for Extension of Time to File Corporation Income Tax Return. Maryland law provides for an extension of time to file, but in no case can an extension be granted for more than 6 months beyond the original due date.

The request for extension of time to file will be automatically granted for six months and will not be acknowledged, provided that:

- 1) the application is properly filed and submitted by the 15th day of the 3rd month following the close of the tax year or period, or by the original due date required for filing of the federal return;
- 2) full payment of any balance due is submitted with the application; and
- 3) an application for extension of time has been filed with the Internal Revenue Service or an acceptable reason has been provided with the Maryland application.

The application extends only the time allowed to file the annual income tax return and not the time allowed to pay the tax.

For additional information regarding extensions of time to file, see the instructions provided with Form 500E. (Form 500E is included in this booklet.)

Estimated Income Tax Every corporation that reasonably expects their Maryland taxable income to develop a tax in excess of \$1,000 for the tax year or period must make estimated income tax payments with Form 500DP - Declaration of Estimated Corporation Income Tax. If the corporation does not have the estimated tax packet containing the Form 500DP vouchers, Form 500D may be used.

Declaration of estimated income tax payments are due by the 15th day of the 4th, 6th, 9th and 12th months following the beginning of the tax year or period. The total estimated tax payments for the year must be at least 90% of the tax developed for the current tax year or 110% of the tax developed for the prior tax year. At least 25% of the total estimated tax must be remitted by each of the four installment due dates.

In the case of a short tax period the total estimated tax required is the same as for a regular tax year: 90% of the tax developed for the current (short) tax year or 110% of the tax developed for the prior tax year. The minimum estimated tax for each of the installment due dates is the total estimated tax required divided by the number of installment due dates occurring during the short tax year.

For additional information regarding estimated income tax, see the instructions provided with Forms 500DP or 500D. (Form 500D is included in this booklet.)

Audits and Appeals All items reported on Form 500 are subject to audit, verification and revision, including items reported for federal purposes. Returns and amendments are subject to audit and adjustment for a period of 3 years from the date the return was due (including extensions) or the date the return was filed, whichever is later.

In the event of revision and assessment or reduced refund, the Comptroller will notify the corporation. If in

disagreement with the assessment or denial of the refund, the corporation may file with the Compliance Division a written request for revision of the assessment or reconsideration of the refund denial. The request, in either case, must be done by submitting an application for an informal hearing with the Compliance Division within 30 days of the assessment or denial of the refund.

Failure to file a written request or attend the informal hearing will result in the assessment or denial of refund becoming final and non-appealable.

You may file an appeal with the Maryland Tax Court within 30 days of a final determination by the Compliance Division hearing officer.

Amended Returns To correct an error in a previously filed return, complete and submit Form 500X - Amended Corporation Income Tax Return. Attach copies of the documents required and filed with the Internal Revenue Service. If the corrections affect only the Maryland return and not items of federal taxable income, include a thorough explanation of the changes.

Each affected member of a consolidated federal filing must also include a schedule reconciling the amendments of each member corporation to the consolidated totals.

Federal income tax law provides for both a capital loss carryback and carryover. Any carryover is effectively allowed when reporting federal taxable income on the Maryland return. The carryback deduction is not allowed on the Maryland return and must be added to federal taxable income.

Do not attach amended returns to an original corporation income tax filing.

NOTE: Changes made as part of an amended return are subject to audit for up to three years from the date that the amended return is filed.

Internal Revenue Service (IRS) Adjustments If the items of federal taxable income reported for any tax year or period are adjusted by the IRS and will increase Maryland taxable income, an amended return together with a copy of the final IRS adjustment report must be submitted within 90 days.

Each affected member of a consolidated federal filing must also include a schedule reconciling the separate adjustments of each member corporation to the consolidated totals.

Refund Claims Generally, a claim for a refund (amended return) must be filed within 3 years from the date the original return was filed or within 2 years from the date the tax was paid, whichever is later. A return filed early is considered filed on the date it was due.

If the claim for refund resulted from an Internal Revenue Service adjustment or final decision of a federal court which is more than 3 years from the date of filing the return or more than 2 years from the time the tax was paid, a claim for refund must be filed within 1 year from the date of the adjustment or final decision.

A claim for refund based on a federal net operating loss carryback must be filed within 3 years after the due date of the return for the tax year of the net operating loss.

Taxpayer Identification Required for Returns and Other Documents. All returns, correspondence, payments or other documents must indicate the corporation name, Federal Employer Identification Number (FEIN), type of tax and tax year(s) to which the document relates.

All corporations are required to secure a FEIN from the Internal Revenue Service (IRS). The FEIN is the number used by the IRS for processing purposes and is also the primary number used by the Maryland Revenue Administration Division. For returns filed without the federal number a temporary number will be assigned for processing purposes until the actual number is provided.

The type of tax and tax year(s) are necessary to identify the subject of the document and the intention of payments. This information ensures that documents and payments are applied to the correct account.

Use of Paid Preparers The corporation is responsible for the timely filing of returns, payment of tax, responding to requests and all other requirements, even if a paid preparer is used.

Substitute Forms Maryland corporation income tax returns may be reproduced and filed on computer-prepared or computer-generated substitute forms provided that they are approved in advance by the Maryland Revenue Administration Division. Reproductions or substitutes of forms in which machine-readable taxpayer information has been preprinted by the Revenue Administration Division may not be used.

For additional information, see Administrative Release 26, Procedures for Computer-Printed Substitute Forms, which can be obtained from any office of the Maryland Revenue Administration Division. (See back cover of tax booklet for address and phone number for substitute forms information.)

Employer Withholding of Income Tax Employers that make payments to individuals of salaries, wages, or compensation for personal services must withhold income tax as prescribed in published tables and remit the withholding to the Maryland Revenue Administration Division with Form MW506 - Employer's Return of Income Tax Withheld.

An annual reconciliation is required to be filed on Form MW508 - Annual Employer Withholding Reconciliation Report and submitted with the state copy of the wage and tax statements issued to the employees. If the employer is required to submit wage and tax statement information on magnetic media for federal reporting purposes, it is required to submit magnetic media for state reporting purposes. A separate Form MW508 is not required for magnetic media filers.

For additional information regarding employer withholding tax, contact the Maryland Revenue Administration Division. (See back cover of tax booklet for address and phone number.)

Privacy Notice The Maryland Revenue Administration Division requests tax return information to administer the income tax laws of Maryland, including the determination and collection of the correct taxes and other amounts. Failure to provide all or part of the requested information may result in the disallowance of claimed amounts and an increased tax liability. In addition, the law makes provision for securing information from taxpayers that fail to supply required information, and a penalty may apply.

Taxpayers have a right to access their tax records maintained by the Revenue Administration Division, and may inspect, amend or otherwise correct them. To obtain a copy of such tax records, submit a written request containing the corporation name, address and identification number and specifying the information needed. The request must be signed by an authorized corporation officer.

As authorized by law, information furnished to the Revenue Administration Division may be given to the Internal Revenue Service, a proper official of any state that exchanges tax information with Maryland, and to an officer of this State having a right to the information in that officer's official capacity. Also, the information may be obtained in accordance with a proper judicial or legislative order.

SPECIFIC INSTRUCTIONS

SPECIAL NOTE: Complete the federal income tax return first and use it in preparation of the Maryland return. After completing the Maryland return, ATTACH A COPY OF PAGES 1 THROUGH 4 OF THE FEDERAL INCOME TAX RETURN TO FORM 500.

NAME, ADDRESS AND OTHER INFORMATION

IMPORTANT — PLEASE REMOVE THE LABEL FROM THE TAX BOOKLET COVER AND ATTACH IT TO THE DESIGNATED AREA ON THE FORM 500. If any of the information on the label is incorrect, **DO NOT USE THE LABEL.**

If you do not have a label, type or print the correct name and address in the designated area. Enter the corporation name exactly as specified in the Articles of Incorporation, or as amended, and continue with any "Trading As" (T/A) name if applicable.

Enter the Federal Employer Identification Number (FEIN). If a FEIN has not been secured, enter "APPLIED FOR" followed by the date of application. If a FEIN has not been applied for, do so immediately.

Enter the date of incorporation and the Federal Business Activity Code Number. The date of incorporation must be expressed numerically, using two digits each for the month, the day and the year. The Business Activity Code is a six-digit number available from the federal return which identifies the principal business activity.

Check the applicable box if: (1) the name or address has changed; (2) this is an inactive corporation (in Maryland and elsewhere – Do not check the box for inactive if the corporation is inactive in Maryland but active elsewhere.); (3) this is the first filing of the corporation; (4) this is the final return of a corporation that has dissolved, liquidated or withdrawn from Maryland or (5) this tax year's beginning and ending dates are different from last year's due to an acquisition or consolidation.

TAX YEAR OR PERIOD

ENTER THE BEGINNING AND ENDING DATES IN THE SPACE PROVIDED AT THE TOP OF FORM 500. The form used in filing must reflect the preprinted tax year in which the corporation's tax year begins.

The same tax year or period used for the federal return must be used for Form 500.

LINE 1 - TAXABLE INCOME PER FEDERAL RETURN

Enter the taxable income (after net operating loss and special deductions) as it appears on the federal income tax return filed with the Internal Revenue Service.

Only in the instance of a current net operating loss may line 1 be reported at less than zero. Use a minus sign (-) in front of the number to indicate a loss. In the case of a net operating loss deduction, taxable income cannot be reported at less than zero.

A corporation included in a consolidated filing for federal income tax purposes must enter its separate federal taxable income. Attach a copy of pages one through four of the actual consolidated federal income tax return and a schedule reconciling the income and expenses of each member of the consolidated filing.

A corporation included in a consolidated federal filing and claiming net operating loss or special deductions must attach a schedule detailing the deduction(s) on a separate return basis.

ADDITION MODIFICATIONS:

All entries must be positive amounts.

LINE 2a - STATE AND LOCAL INCOME TAX

Enter the total of all net income taxes and all other taxes based on income that are imposed by any state or by a political subdivision of any state and deducted on the federal return.

Attach a schedule listing the type and amount of all taxes deducted on the federal return. The schedule of taxes must reconcile to the amount of tax expense reported on the federal return.

LINE 2b - DIVIDENDS AND INTEREST FROM ANOTHER STATE, LOCAL OR FEDERAL TAX EXEMPT OBLIGATION

Enter dividends and interest (less related expenses) attributable to any obligation or security of another state, a political subdivision or authority of another state. Also include interest and dividends that are exempted by federal law or treaty from federal but not state income tax, and attributable to the United States or a foreign government or an authority, commission, instrumentality or territory.

Attach a schedule listing the source and amount of all dividends and interest reported on line 2b and any related expenses. Also include in the schedule any interest and dividends exempt by federal law or treaty from federal but not state income tax.

LINE 2c - NET OPERATING LOSS MODIFICATION

If a net operating loss deduction is allowed for this tax year, and if, in the tax year of the corresponding net operating loss, total addition modifications exceed total subtraction modifications, enter the smaller of:

Net operating loss deduction attributable to the loss year (tax year in which the net operating loss occurred)

OR

Cumulative net operating loss deductions attributable to the loss year that are allowed for this tax year and all prior tax years

+ net addition modification (amount that addition modifications exceed subtraction modifications) for the loss year

– total net operating loss for the loss year.

The above items are each considered to be a positive amount for purposes of this calculation. If the result of combining amounts is negative, use zero.

If the total net operating loss deduction for this tax year consists of net operating losses from more than one tax year, calculate the modification separately for each loss and enter the total.

Attach a schedule of the calculation if, in the tax year of the net operating loss, total addition modifications exceed total subtraction modifications.

NOTE: This entry is a modification and not the net operating loss. The net operating loss is shown only on line 1. For more information see Administrative Release 18.

LINE 2d - OTHER ADDITIONS

If one or more of these apply, enter the total amount on line 2d and identify each item using the code letter.

- A. The oil percentage depletion allowance as deducted on the federal return, under Internal Revenue Code Sections 613 or 613A. Other depletion allowances that are provided for in Sections 613 or 613A are not required as an addition modification.
- B. The total amount of additions associated with business tax credits. Enter the total of lines 1, 2, 3, 7, 11, 12 and 13 from Form 500CR, Part S, Business Tax Credit Summary.
- C. The amount allowed in a prior tax year for reforestation or timber stand improvement if the commercial forest land was decertified in the previous year. See the corresponding subtraction modification listed under line 4e for more information.
- D. The amount of federal income tax expenses attributable to a child care center or family day care home, if the center or home is not licensed or registered as required by Maryland law.
- E. Net addition modification to Maryland taxable income when using the depreciation allowances

under the Job Creation and Worker Assistance Act of 2002 and the Jobs and Growth Tax Relief Reconciliation Act of 2003 compared to Maryland taxable income without regard to these provisions. Complete and attach Form 500DM. See Administrative Release 38.

F. Net addition modification to Maryland taxable income when the federal special 5-year carry-back period was used for a net operating loss under the Job Creation and Worker Assistance Act of 2002 (JCWAA) compared to Maryland taxable income without regard to the JCWAA provisions. Complete and attach Form 500DM. See Administrative Release 38.

G. Amount as required to nullify the impact of federal tax changes as determined by the Comptroller.

Attach a schedule of all items and amounts reported on line 2d in the same categories as specified above.

LINE 3 - TOTAL

Add the amounts on lines 1 and 2e and enter the total.

SUBTRACTION MODIFICATIONS:

All entries must be positive amounts.

LINE 4a - DIVIDENDS FOR DOMESTIC CORPORATIONS CLAIMING FOREIGN TAX CREDITS

Enter the amount included in the income of a domestic corporation claiming a foreign tax credit as dividends under Internal Revenue Code Section 78 (foreign dividend gross-up).

LINE 4b - DIVIDENDS FROM RELATED FOREIGN CORPORATIONS

Enter dividends received from a corporation if the receiving corporation owns, directly or indirectly, 50% or more of the paying corporation's outstanding shares of capital stock and the paying corporation is organized under the laws of a foreign government.

This subtraction is limited to the amount of dividends included in federal taxable income.

LINE 4c - INCOME FROM UNITED STATES OBLIGATIONS

Income attributable to an obligation of the United States or an instrumentality of the United States. (This includes dividends from mutual funds that invest in U.S. government obligations. Only that portion of dividends attributable to interest from U.S. obligations can be subtracted. Income from Government National Mortgage Association securities may not be subtracted.)

LINE 4d - GAIN OR LOSS ON THE DISPOSITION BY A PUBLIC SERVICE COMPANY OF CERTAIN ASSETS

Enter the difference between the adjusted basis of the disposed or transferred assets as recorded in the books of the public service company and the adjusted basis of the assets for federal purposes calculated as of January 1, 2000. Add to this the amount of any carryover from a previous year.

Complete the worksheet below to determine the amount of any carryover of this subtraction.

LINE 4e - OTHER SUBTRACTIONS

If one or more of these apply, enter the total amount on line 4e and identify each item using the code letter.

- A. The percentage of the dividends received from an affiliated domestic international sales corporation equal to the percentage that would be excluded if the corporation did not qualify under Internal Revenue Code Section 992(a).
- B. Profit (without regard to losses) realized from the sale or exchange of bonds issued by Maryland or a political subdivision of Maryland.
- C. The amount of payment for relocation and assistance under the Maryland Real Property Article, Title 12, Subtitle 2.
- D. Refunds of income tax received from a state or a political subdivision of a state.
- E. Expenses incurred to buy and install conservation tillage equipment (no-till planters, no-till drills, deep no-till ripper, and liquid manure soil injection apparatus), as certified by the Maryland Department of Agriculture. (See back cover of tax booklet for address and phone number.) Attach a copy of the certification.
- F. Twice the amount of expenses for reforestation or timber stand improvement activity on 10 to 100 acres of commercial forest land, exclusive of federal funds. For information regarding qualification and a computation of expenses, contact the Maryland Department of Natural Resources. (See back cover of tax booklet for address and phone number.)
- G. For a Regulated Investment Company, the amount of the addition for interest and dividends from state or local obligations of another state.
- H. Purchase cost of certain poultry or livestock manure spreading equipment as certified by the Maryland Department of Agriculture. Attach a copy of the certification.
- I. Expenses incurred to buy and install handrails in an existing elevator in a healthcare facility (as defined in Section 19-114 of the Health General Article) or other building in which at least 50% of the space is used for medical purposes.
- J. Net subtraction modification to Maryland taxable income when using the depreciation allowances under the Job Creation and Worker Assistance Act of 2002 and the Jobs and Growth Tax Relief Reconciliation Act of 2003 compared to Maryland taxable income without regard to these provisions. Complete and attach Form 500DM. See Administrative Release 38.
- K. Net subtraction modification to Maryland taxable income when the federal special 5-year carry-back period was used for a net operating loss under the Job Creation and Worker Assistance Act of 2002 (JCWAA) compared to Maryland taxable income without regard to JCWAA provisions. Complete and attach Form 500DM. See Administrative Release 38.

L. The amount of wages for which a deduction is not allowed under Internal Revenue Code Section 280C(a), not exceeding the credit allowed for targeted jobs (Work Opportunity Tax Credit) under Internal Revenue Code Section 51.

M. Amount as required to nullify the impact of federal tax changes as determined by the Comptroller.

Attach a schedule identifying all items and amounts claimed on line 4e in the same categories as specified above. Additionally, (1) list by source and amount the interest attributable to U.S. obligations and profit from the sale or exchange of bonds issued by Maryland or its political subdivisions, and (2) reconcile the income tax refunds to the federal return.

LINE 5 - MARYLAND MODIFIED INCOME

Subtract line 4f from line 3 and enter the result. THIS LINE MUST BE COMPLETED.

APPORTIONMENT OF INCOME

NOTE: To be completed by multistate corporations — unistate corporations skip to line 8. For unistate corporations, all income is allocable to Maryland.

LINE 6 - MARYLAND APPORTIONMENT FACTOR

Enter the apportionment factor as calculated on Page 2 of Form 500. (The factor must be rounded to six decimal places.)

For detailed instructions, see instructions for Computation of Apportionment Factor on page 6.

LINE 7 - MARYLAND APPORTIONED INCOME

Multiply the amount on line 5 by the factor shown on line 6 and enter the result.

LINE 8 - MARYLAND TAXABLE INCOME

Enter the amount from line 5 or line 7, whichever is applicable.

LINE 9 - TAX

Multiply the amount on line 8 by 7%. Enter the result.

LINE 10 - PAYMENTS AND CREDITS

10a. Enter the total of amounts paid during the tax year with Forms 500DP or 500D - Declaration of Estimated Corporation Income Tax. Also include any overpayment carried forward from the prior year Form 500.

10b. Enter any amount paid with Form 500E - Application for Extension of Time to File Corporation Income Tax Return.

10c. Enter the total of your business tax credits as listed below. Complete and submit Form 500CR with Form 500.

- **ENTERPRISE ZONE TAX CREDIT.** Businesses located in an enterprise zone may be eligible for tax credits based upon wages paid to qualifying employees.

CARRYOVER WORKSHEET FOR LINE 4d

- 1. Enter the amount from Form 500, line 4d. \$ _____
- 2. Enter the amount from Form 500, line 3. \$ _____
- 3. Enter the total of lines 4a, b, c and e from Form 500 \$ _____
- 4. Subtract line 3 from line 2. If less than 0, enter 0. \$ _____
- 5. Subtract line 4 from line 1. If less than 0, enter 0. This is your carryover amount for future periods. \$ _____

• **EMPLOYMENT OPPORTUNITY TAX CREDIT.** Businesses that employ persons receiving "Aid to Families With Dependent Children" (AFDC) may be eligible for tax credits based upon wages paid to qualified employees, child care expenses and transportation expenses paid on behalf of the qualified employees.

• **MARYLAND DISABILITY EMPLOYMENT TAX CREDIT.** Businesses that employ persons with disabilities may be eligible for tax credits based upon wages paid to the qualified employees, child care expenses and transportation expenses paid on behalf of the qualified employees.

• **ELECTRIC AND GAS UTILITY CREDITS.** A public utility may claim a credit against the State income tax in an amount equal to 60% of the total property taxes paid by the public utility on its operating real property in the State, other than operating land, that is used to generate electricity or steam for sale. A credit is also available for wages paid to qualified employees at a multi-jurisdictional electric company's qualified corporate headquarters in Maryland.

• **TELECOMMUNICATIONS PROPERTY TAX CREDIT.** A credit is allowed for a public utility that is a telecommunications company in an amount limited to 60% of the total state, county and municipal corporation property taxes paid on certain Maryland property.

• **MARYLAND RESEARCH AND DEVELOPMENT TAX CREDIT.** Businesses may claim a credit against the state income tax for certain qualified research and development expenses.

• **LONG-TERM EMPLOYMENT OF QUALIFIED EX-FELONS.** Businesses that employ ex-felons under a program certified by the Department of Labor, Licensing and Regulation may be eligible for a credit based upon wages paid to the qualified employee.

NOTE: If you claim a business tax credit for any of the above items, an addition to income must be included on line 2d.

• **JOB CREATION TAX CREDIT.** Certain businesses that create new qualified positions in Maryland may be eligible for tax credits based on the number of qualified positions created or wages paid for these positions.

• **NEIGHBORHOOD PARTNERSHIP PROGRAM TAX CREDIT.** Businesses that contribute \$500 or more to approved Neighborhood and Community Assistance Programs may be eligible for a tax credit equal to 50% of approved contributions with a maximum credit of \$125,000.

• **BUSINESSES THAT CREATE NEW JOBS TAX CREDIT.** Certain businesses located in Maryland that create new positions or establish or expand business facilities in the state may be entitled to an income tax credit if a property tax credit is granted by Baltimore City or any county or municipal corporation of Maryland.

• **WATER QUALITY IMPROVEMENT CREDIT.** A credit may be claimed for additional commercial fertilizer costs necessary to convert agricultural production to a nutrient management plan.

• **EMPLOYER PROVIDED LONG-TERM CARE INSURANCE CREDIT.** A credit may be claimed for costs incurred by an employer that provides long-term care insurance as part of an employee benefit package.

• **WORK-BASED LEARNING PROGRAM CREDIT.** A credit may be claimed for a percentage of wages paid to students employed as part of a work-based learning program.

• **CREDIT FOR MARYLAND-MINED COAL.** A credit is allowed for a qualified electricity supplier, small power producer or cogenerator, as defined

under the Public Utility Regulatory Policies Act of 1978, for the purchase of Maryland-mined coal.

• **ONE MARYLAND ECONOMIC DEVELOPMENT TAX CREDIT.** Businesses may claim a credit for the project cost and startup cost of relocating or expanding a business in a distressed county in Maryland.

• **COMMUTER TAX CREDIT.** Businesses may claim a credit for the cost of providing qualifying commuter benefits to the business entities' employees.

• **MARYLAND CLEAN ENERGY INCENTIVE TAX CREDITS.** A credit may be claimed for the cost incurred to install solar energy property or photovoltaic property. A credit is also allowed for electricity produced using certain alternative energy sources.

• **GREEN BUILDINGS TAX CREDIT.** A business that constructs or rehabilitates a building that conforms to specific standards intended to save energy and to mitigate environmental impact may take a credit for a portion of the cost.

For additional information regarding any of the above income tax credits, see the instructions provided on Form 500CR, Business Tax Credits. This form is available from any office of the Comptroller.

10d. HERITAGE STRUCTURE REHABILITATION TAX CREDIT. A credit is allowed for 20% of qualified rehabilitation expenditures as certified by the Maryland Historical Trust. Complete and submit Form 502H with Form 500.

10e. Add the amounts on lines 10a, 10b, 10c and 10d and enter the total.

LINE 11 - BALANCE OF TAX DUE

If the amount on line 9 is greater than the amount on line 10e, subtract line 10e from line 9 and enter the result.

LINE 12 - OVERPAYMENT

If the amount on line 10e is greater than the amount on line 9, subtract line 9 from line 10e and enter the result.

LINE 13 - INTEREST AND/OR PENALTY

Interest and/or penalty may be due as a result of the underpayment of estimated tax and as a result of late filing of Form 500 and payment of the tax. If applicable, enter each amount in the space provided and enter total.

If the estimated tax was underpaid, use Form 500UP - Underpayment of Estimated Corporation Income Tax to calculate any interest and/or penalty due.

NOTE: If Form 500UP is not submitted with the return, the Maryland Revenue Administration Division will calculate the interest and penalty for failure to pay the required amount of estimated income tax and notify the corporation of any balance due.

If Form 500 is filed late, calculate interest on the amount of tax that was not paid by the original due date. Interest is due at an annual rate of 13% or 1.08% per month or part of a month that tax is paid after the due date of the return.

A penalty may be imposed if any tax is not paid when due. Any penalty due will be calculated and assessed after filing of Form 500.

LINE 14 - TOTAL BALANCE DUE

Add the amounts on lines 11 and 13 and enter the result, or if the amount on line 13 exceeds line 12, enter the difference. The total amount due must be paid with the filing of Form 500.

LINE 15 - AMOUNT OF OVERPAYMENT TO BE APPLIED TO ESTIMATED TAX FOR 2004

Enter the portion of overpayment to be applied to the estimated tax for the next tax year. For information regarding estimated income tax requirements, see the General Instructions.

LINE 16 - AMOUNT OF OVERPAYMENT TO BE REFUNDED

Add the amounts on lines 13 and 15 and subtract the total from line 12. This is the amount requested to be refunded to the corporation.

LINE 17 - DIRECT DEPOSIT OF REFUND

Complete lines 17a, b, and c of Form 500 if you want us to deposit the refund directly into the corporation's account at a bank or other financial institution instead of sending a check.

17a. TYPE OF ACCOUNT. Check the appropriate box to identify the type of account that will be used (checking or savings). You must check one box only or a refund check will be mailed.

17b. ROUTING NUMBER. The routing number must be nine digits. If the first two digits are not 01 through 12 or 21 through 32, the direct deposit will be rejected and a check sent instead. If you are not sure of the correct routing number, contact your financial institution.

17c. ACCOUNT NUMBER. The account number can be up to 17 characters (both numbers and letters). Include hyphens but omit spaces and special symbols. Enter the number from left to right and leave any unused boxes blank.

If we are notified by the financial institution that the direct deposit is not successful, a refund check will be mailed.

Please have a bank statement for the deposit account available if you contact us concerning the direct deposit of the refund.

DISCLOSURE

Entering the bank account routing number, account number and account type in the area provided on the Maryland income tax return to effect a direct deposit of the income tax refund authorizes the Comptroller's Office to disclose this information and the refund amount to the Maryland State Treasurer's Office who performs banking services for the Comptroller's Office.

ADDITIONAL INFORMATION AND STATEMENTS REQUIRED

Enter all information requested in these areas on Page 2 of Form 500.

SIGNATURE AND VERIFICATION

An authorized officer must sign and date Form 500 at the bottom of Page 2 and enter his or her corporate title. If a paid preparer is used, the preparer must also sign the return and enter the firm name, address and Preparer's Tax Identification Number (PTIN).

PAYMENT INSTRUCTIONS

Include a check or money order made payable to the Comptroller of Maryland for the full amount of any balance due. All payments must indicate the Federal Employer Identification Number, type of tax and tax year beginning and ending dates. **DO NOT SEND CASH.** Taxpayers making payments of \$10,000 or more must pay by electronic funds transfer. Others may elect this method. Taxpayers must register prior to making electronic payments. For registration information call 410-260-7601.

MAILING INSTRUCTIONS

Mail the completed return and all attachments to:

Comptroller of Maryland
Revenue Administration Division
Annapolis, MD 21411-0001

INSTRUCTIONS FOR COMPUTATION OF APPORTIONMENT FACTOR – 2003

Multistate corporations are those that are operating in more than one state and beyond the protection of U.S.C.A. Title 15, Section 381 of the Interstate Commerce Tax Act (P.L. 86-272). Multistate corporations operating in Maryland as a unitary business must allocate income using an apportionment formula.

Unistate corporations are those that are operating in only one state, or are operating in more than one state but the extent of the activity in the other states is within the protection of P.L. 86-272. Unistate corporations subject to the Maryland income tax law may not apportion income.

Allocation means the assignment of income to a particular state. **Apportionment** means the allocation of income among states by the use of a formula containing apportionment factors.

All factors of the apportionment formula are developed as fractions, the numerator of which is the total of Maryland items and the denominator is the total of items everywhere during the tax year. Each factor is calculated to six decimal places and the number of factors used is averaged to arrive at the final apportionment factor. The items of both numerator and denominator should reconcile to the items as categorized and reported on the federal income tax return.

If a return is filed by a multistate corporation which reflects a loss and there is no income to be apportioned, an apportionment factor must be calculated for the filing to be complete.

THREE-FACTOR FORMULA

Multistate corporations are generally required to use a three-factor formula of property, payroll and double-weighted receipts. The sum of the property factor, payroll factor and twice the receipts factor is divided by four to arrive at the final apportionment factor. Specific requirements regarding each factor are set forth below:

RECEIPTS FACTOR The receipts factor includes the amounts of income reported during the tax year as gross receipts or sales less returns and allowances, dividends, interest, gross rents, royalties, capital gains and other income on the federal return.

Gross receipts from sales of **tangible personal property** are included in the numerator if the property is delivered or shipped to a purchaser that takes possession in Maryland, regardless of f.o.b. point or other conditions of sale. Sales of tangible personal property to an out-of-state purchaser are also included in the numerator if the purchaser takes possession in Maryland. Sales of property in transit that are destined for Maryland are included in the numerator.

Gross receipts from **service-related activities** are included in the numerator if the receipts are derived from customers within this State. There are specific rules to determine "Customers Within this State." To review these rules see Maryland Regulation 03.04.03.08 D.

Gross income from **intangible items** such as dividends, interest, royalties and capital gains from the sale of intangible property are included in the numerator based upon the average of the property and payroll factors.

Gross receipts from the **rental, leasing or licensing of real or tangible personal property** are included in the numerator if the property is located in Maryland. If tangible personal property is located in this State for a portion of the tax year, only the income received for that portion is included in the numerator.

Capital gains from the **sale of real and tangible personal property** are included in the numerator if the property is located in Maryland. Ordinary net gain or loss derived from the sale of depreciable assets is excluded from the factor.

Other income items are included in accordance with the provisions previously stated depending on the nature and type of each item.

PROPERTY FACTOR The property factor includes owned as well as rented tangible personal property used in the trade or business during the tax year. Such properties are inventory, machinery and equipment, buildings and land, and other tangible assets. Property is included in the numerator if it has a situs within Maryland.

Property owned by the corporation is valued at its original cost at the average of the tax year beginning and ending amounts. If there are material changes during the tax year and the yearly average is not a fair representation, the average must be calculated on a monthly or daily basis.

Property in transit is considered to be at its destination for purposes of the factor. Property under construction during the tax year is excluded from the factor until actually placed in service.

Property leased or rented by the corporation is included in the factor at a capitalized value. To arrive at the capitalized value, expenses are associated with the privilege of occupying or using the property, including such items as fixed rent, percentage rent, real estate taxes, insurance and maintenance, are multiplied by eight. Expenses for gas, electricity, oil, water or other items normally consumed are excluded.

Lease or rental expense below the market rate must be adjusted to reflect a reasonable market rate and then capitalized. Sublease income cannot be used to arrive at the capitalized value of leased or rented property, but must be included in the receipts factor.

Improvements to the leased or rented property that revert to the owner at expiration of the lease or rental term are amortized and not capitalized. The actual cost of the improvements is divided by the number of years remaining for the lease or rental term and the result is included in the factor for each tax year.

Property that has remained idle and has not produced any revenue for a period of five or more years is not included in the factor.

PAYROLL FACTOR All compensation is to be included in the numerator, both when the individual's service is performed entirely within Maryland, and when the individual's service is performed both within and without Maryland but the service performed outside Maryland is incidental to the individual's service within.

Compensation is also included in the numerator if some part of the service is performed within Maryland and the base of operations or place from which the service is controlled is in Maryland. If the base of operations or place from which the service is controlled is not in any state where the service is performed but the individual's residence is in Maryland, the compensation is also included in the numerator.

OTHER APPORTIONMENT FORMULAS

NOTE: Double-weighted receipts factor provisions are not applicable for corporations subject to the following apportionment formulas:

Corporations engaged primarily in leasing or rental operations must use an equally weighted two-factor formula of receipts and property. The receipts and property factors are calculated in accordance with the provisions for those factors of the three-factor formula, except that receipts from intangible items are excluded.

Corporations engaged primarily in certain types of transportation operations must use a one-factor formula as follows:

- **Trucking operations** (motor freight carriers) must use total road mileage traveled in Maryland divided by total road mileage traveled everywhere.
- **Railroad operations** must use total track mileage traveled in Maryland divided by total track mileage traveled everywhere.
- **Shipping operations** must use total voyage days in Maryland divided by total voyage days everywhere. Voyage days are the number of days that ships spend in ports and on waterways.
- **Airline operations** should see Administrative Release 22 for instructions.

Banks and similar institutions are subject to special apportionment rules. To review these rules, see Maryland Regulation 03.04.08.

Manufacturing corporations are subject to a special single factor formula based on receipts. The rules for calculating the single factor can be found in Maryland Regulation 03.04.03.10.

SPECIAL RULES

If the apportionment formula does not fairly represent the extent of the corporation's activity within Maryland, the Maryland Revenue Administration Division may alter the formula or components accordingly.

The corporation's share of receipts, property and payroll of a partnership or joint venture is included in the corporation's factors as if they were the direct receipts, property and payroll of the corporation. The partnership share is included only to the extent of the factors required for the corporation.

Income may be allocated by separate accounting when the activity of the corporation within Maryland is nonunitary. A corporation may not use the separate accounting method without prior approval of the Revenue Administration Division.

An election to treat certain stock purchases under IRC Section 338(h)(10) is also recognized by the State of Maryland.

CORPORATION INCOME TAX RETURN



(OR FISCAL YEAR BEGINNING , 2003, ENDING)

Name, Federal Employer Identification No., FEIN Applied for date, City or town, State, Zip code, Date of Organization or Incorporation, Business Activity Code No.

CHECK HERE IF: NAME OR ADDRESS HAS CHANGED, INACTIVE CORPORATION, FIRST FILING OF THE CORPORATION, FINAL RETURN, THIS TAX YEAR'S BEGINNING AND ENDING DATES ARE DIFFERENT FROM LAST YEAR'S DUE TO AN ACQUISITION OR CONSOLIDATION

SEE INSTRUCTIONS IN CORPORATION INCOME TAX BOOKLET. ATTACH A COPY OF PAGES 1 THROUGH 4 OF THE FEDERAL INCOME TAX RETURN.

1. Taxable income per attached federal return (Check applicable box: 1120/1120A, 990T, Other. IF 1120S, FILE ON FORM 510)

ADDITION MODIFICATIONS (All entries must be positive amounts)

2. a. State and local income tax, b. Dividends and interest from another state, local or federal tax-exempt obligations, c. Net operating loss modification, d. Other additions, e. Total additions, 3. Total (Add lines 1 and 2e)

SUBTRACTION MODIFICATIONS (All entries must be positive amounts)

4. a. Dividends for domestic corporations claiming foreign tax credits, b. Dividends from related foreign corporations, c. Income from U.S. obligations, d. Adjustment to the gain or loss on the disposition by a Public Service Company of certain assets, e. Other subtractions, f. Total subtractions, 5. Maryland modified income (Subtract line 4f from line 3)

APPORTIONMENT OF INCOME

(To be completed by multistate corporations whose apportionment factor is less than 1, otherwise skip to line 8)

6. Maryland apportionment factor (from page 2 of this form) (If factor is zero, enter 000001), 7. Maryland apportioned income (Multiply line 5 by line 6)

8. Maryland taxable income (from line 5 or line 7, whichever is applicable), 9. TAX (Multiply line 8 by 7%)

PAYMENTS AND CREDITS

10. a. Estimated tax paid (with Form 500DP and/or credited from 2002 overpayment), b. Tentative tax paid (with Form 500E), c. Business tax credits (Attach Form 500CR), d. Heritage Structure Rehabilitation tax credit (Attach Form 502H), e. Total payments and credits, 11. Balance of tax due (if line 9 exceeds line 10e, enter the difference), 12. Overpayment (if line 10e exceeds line 9, enter the difference), 13. Interest and/or penalty for underpayment of estimated tax (Form 500UP) late filing interest, 14. Total balance due (Add lines 11 and 13, or if line 13 exceeds line 12 enter the difference), 15. Amount of overpayment to be applied to estimated tax for 2004 (not to exceed the net of line 12 less line 13), 16. Amount of overpayment TO BE REFUNDED (Add lines 13 and 15, and subtract the total from line 12)

DIRECT DEPOSIT OF REFUND (See instructions.) Please be sure the account information is correct.

17. To choose the direct deposit option, complete the following information: 17a. Type of account: Checking, Savings, 17b. Routing number, 17c. Account number

**CORPORATION
INCOME TAX RETURN**
PAGE 2



COMPUTATION OF APPORTIONMENT FACTOR (Applies only to multistate corporations – see instructions) NOTE: Special apportionment formulas are required for rental/leasing, financial institutions, transportation and manufacturing companies. See instructions.		Column 1 TOTALS WITHIN MARYLAND	Column 2 TOTALS WITHIN AND WITHOUT MARYLAND	Column 3 DECIMAL FACTOR (Column 1 ÷ Column 2) rounded to six places
1A. Receipts	a. Gross receipts or sales less returns and allowances			
	b. Dividends			
	c. Interest			
	d. Gross rents			
	e. Gross royalties			
	f. Capital gain net income			
	g. Other income (Attach schedule)			
	h. Total receipts (Add lines 1A(a) through 1A(g), for Columns 1 and 2)			<input type="text"/>
1B. Receipts	(Enter the same factor shown on line 1A, Column 3 – Disregard this line if special apportionment formula used.)			<input type="text"/>
2. Property	a. Inventory			
	b. Machinery and equipment			
	c. Buildings			
	d. Land			
	e. Other tangible assets (Attach schedule)			
	f. Rent expense capitalized (multiplied by eight)			
	g. Total property (Add lines 2a through 2f, for Columns 1 and 2)			<input type="text"/>
3. Payroll	a. Compensation of officers			
	b. Other salaries and wages			
	c. Total payroll (Add lines 3a and 3b, for Columns 1 and 2)			<input type="text"/>
4. Total of factors	(Add entries in Column 3)			<input type="text"/>
5. Maryland apportionment factor	(Divide line 4 by four for three-factor formula, or by the number of factors used if special apportionment formula required.) (If factor is zero, enter 000001 on line 6 page 1.)			<input type="text"/>

ADDITIONAL INFORMATION REQUIRED (Attach a separate schedule if more space is necessary)

- Telephone number of corporation tax department: _____
- If a multistate operation, provide the following:
 - Address of principal place of business in Maryland (if other than indicated on page 1 or above): _____
 - Brief description of operations in Maryland: _____
 - Has the Internal Revenue Service made adjustments (for a tax year in which a Maryland return was required) that were not previously reported to the Maryland Revenue Administration Division? Yes No
If "yes", indicate tax year(s) here: _____ and submit an amended return(s) together with a copy of the IRS adjustment report(s) under separate cover.
 - Did the corporation file employer withholding tax reports/forms with the Maryland Revenue Administration Division for the last calendar year? Yes No
 - If you are part of a group which files a federal consolidated income tax return, have you claimed a deduction for royalty payments for the use of intangible personal property to an affiliate which does not file a Maryland income tax return? Yes No
 - If the answer to the preceding question was "yes", provide the name, federal employer identification number and gross amount of such payments to each affiliate to which any such payment was made (attach schedule if necessary): _____

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements and to the best of my knowledge and belief it is true, correct and complete. If prepared by a person other than taxpayer, the declaration is based on all information of which the preparer has any knowledge. Check here if you authorize your tax preparer to discuss this return with us.

Officer's signature _____ Date _____ Preparer's signature _____ Preparer's SSN or PTIN _____

Title _____ Preparer's name, address and telephone number _____
 Make checks payable to: **COMPTROLLER OF MARYLAND.**
 Write federal employer identification number on check using blue or black ink.
 Mail to: **Comptroller of Maryland, Revenue Administration Division,**
Annapolis, Maryland 21411-0001

CORPORATION INCOME TAX RETURN



(OR FISCAL YEAR BEGINNING , 2003, ENDING)

Name, Federal Employer Identification No., FEIN Applied for date, Date of Organization or Incorporation, Business Activity Code No.

CHECK HERE IF: NAME OR ADDRESS HAS CHANGED, INACTIVE CORPORATION, FIRST FILING OF THE CORPORATION, FINAL RETURN, THIS TAX YEAR'S BEGINNING AND ENDING DATES ARE DIFFERENT FROM LAST YEAR'S DUE TO AN ACQUISITION OR CONSOLIDATION

SEE INSTRUCTIONS IN CORPORATION INCOME TAX BOOKLET. ATTACH A COPY OF PAGES 1 THROUGH 4 OF THE FEDERAL INCOME TAX RETURN.

1. Taxable income per attached federal return (Check applicable box: 1120/1120A, 990T, Other. IF 1120S, FILE ON FORM 510)

ADDITION MODIFICATIONS (All entries must be positive amounts)

2. a. State and local income tax, b. Dividends and interest from another state, local or federal tax-exempt obligations, c. Net operating loss modification, d. Other additions, e. Total additions, 3. Total (Add lines 1 and 2e)

SUBTRACTION MODIFICATIONS (All entries must be positive amounts)

4. a. Dividends for domestic corporations claiming foreign tax credits, b. Dividends from related foreign corporations, c. Income from U.S. obligations, d. Adjustment to the gain or loss on the disposition by a Public Service Company of certain assets, e. Other subtractions, f. Total subtractions, 5. Maryland modified income (Subtract line 4f from line 3)

APPORTIONMENT OF INCOME

(To be completed by multistate corporations whose apportionment factor is less than 1, otherwise skip to line 8)

6. Maryland apportionment factor (from page 2 of this form) (If factor is zero, enter 000001), 7. Maryland apportioned income (Multiply line 5 by line 6)

8. Maryland taxable income (from line 5 or line 7, whichever is applicable), 9. TAX (Multiply line 8 by 7%)

PAYMENTS AND CREDITS

10. a. Estimated tax paid (with Form 500DP and/or credited from 2002 overpayment), b. Tentative tax paid (with Form 500E), c. Business tax credits (Attach Form 500CR), d. Heritage Structure Rehabilitation tax credit (Attach Form 502H), e. Total payments and credits (Add lines 10a through 10d), 11. Balance of tax due (if line 9 exceeds line 10e, enter the difference), 12. Overpayment (if line 10e exceeds line 9, enter the difference), 13. Interest and/or penalty for underpayment of estimated tax (Form 500UP) late filing interest, 14. Total balance due (Add lines 11 and 13, or if line 13 exceeds line 12 enter the difference), 15. Amount of overpayment to be applied to estimated tax for 2004 (not to exceed the net of line 12 less line 13), 16. Amount of overpayment TO BE REFUNDED (Add lines 13 and 15, and subtract the total from line 12)

DIRECT DEPOSIT OF REFUND (See instructions.) Please be sure the account information is correct.

17. To choose the direct deposit option, complete the following information: 17a. Type of account: Checking Savings

17b. Routing number, 17c. Account number

FORM 500E

APPLICATION FOR EXTENSION OF TIME TO FILE CORPORATION INCOME TAX RETURN

2003

GENERAL INSTRUCTIONS

Purpose of Form Maryland law provides for an extension of time to file the corporation income tax return (Form 500), but not to pay the tax due. Use Form 500E to remit any tax that may be due. Also use Form 500E if this is the first filing of the corporation even if no tax is due.

Note: Do not use this form for pass-through entities (including S corporations) or to remit employer withholding tax.

General Requirements Extensions are allowable for up to six months from the original due date. An automatic six month extension will be granted if Form 500E is filed by the original due date.

• **If no tax is due** - File the extension online or by Telefile or use Form 500E below if this is the first filing of the corporation.

• **If tax is due** - Make full payment by electronic funds transfer or by using Form 500E below if paying by check or money order.

Consolidated returns are not allowed under Maryland law. Affiliated corporations that file a consolidated federal return must file a separate Maryland extension for each member corporation.

Do not mail the Form 500E if, after completing the Tax Payment Worksheet, no additional tax is due. Instead, you may Telefile or file on our website unless this is the first filing of the corporation. However, if an unpaid liability is disclosed when the return is filed, penalty and interest charges may be due in addition to the tax.

When to file File Form 500E by the 15th day of the third month following the close of the tax year or period, or by the original due date required for filing the federal income tax return.

How to file Complete the Tax Payment Worksheet on page 2.

If line 5 is zero (0), file in one of the following ways:

1) **Telefile** – Request an automatic extension by calling 410-260-7829 from Central Maryland or 1-800-260-3664 from elsewhere to Telefile this form. Please have the form available when making the call.

Note: The Telefile service is available 24 hours a day, 7 days a week. Calling during non-peak hours will make it easier to file.

2) **Internet** – File the extension on the Comptroller’s Website at www.marylandtaxes.com

3) **First filing of corporation** – Mail Form 500E.

If line 5 shows an amount due, file in one of the following ways:

1) **Electronic funds transfer** Taxpayers making payments of \$10,000 or more must pay by electronic funds transfer. Others may select this method. Taxpayers must register before making electronic payments. For registration information, call 410-260-7601. If a payment is made by electronic funds transfer, do not mail Form 500E; retain it with the company’s records.

2) **Payment by check or money order** – Complete Form 500E and mail to:

Comptroller of Maryland
Revenue Administration Division
Annapolis, MD 21411-0001

ADDITIONAL INSTRUCTIONS ON REVERSE SIDE

IF NO TAX IS DUE WITH THIS EXTENSION, FILE THE EXTENSION ON OUR WEBSITE AT: www.marylandtaxes.com
OR CALL 410-260-7829 FROM CENTRAL MARYLAND OR 1-800-260-3664 FROM ELSEWHERE TO TELEFILE THIS FORM.

Return only the bottom portion when paying by check or money order
or if this is the first filing of the corporation

FORM 500E

EXTENSION TO FILE CORPORATION INCOME TAX RETURN

2003

COMPTROLLER OF MARYLAND
REVENUE ADMINISTRATION DIVISION
ANNAPOLIS, MARYLAND 21411-0001

(or fiscal year beginning _____, 2003
and ending _____, _____)

Name	Federal Employer Identification Number (9 digits)	Do not write in this space	
Number and street		ME ▶	
City or town		YE ▶	
		State	Zip code

TAX PAID WITH THIS EXTENSION	\$	
------------------------------------	----	--

- Check here if name or address has changed
- First filing of the corporation

▶	▶	▶
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FOR OFFICE USE ONLY

APPLICATION FOR EXTENSION OF TIME TO FILE CORPORATION INCOME TAX RETURN

SPECIFIC INSTRUCTIONS

Name, Address and Other Information Type or print the required information in the designated area. DO NOT USE THE LABEL FROM THE TAX BOOKLET COVER.

Enter the name exactly as specified in the Articles of Incorporation, or as amended, and continue with any "Trading As" (T/A) name, if applicable.

Enter the Federal Employer Identification Number (FEIN). If a FEIN has not been secured, enter "APPLIED FOR" followed by the date of application. If a FEIN has not been applied for, do so immediately.

Check the applicable box if the name or address has changed or if this is the first filing of the corporation.

Tax Year or Period Enter the beginning and ending dates of the tax year in the space provided on the payment voucher if the tax year is other than a calendar year.

The same tax year or period used for the federal return must be used for Form 500E.

Tax Paid with this Extension. Enter the amount of tentative tax due from line 5 of the Tax Payment Worksheet below.

Payment Instructions Include a check or money order made payable to Comptroller of Maryland for the full amount of any balance due. All payments must indicate the FEIN, type of tax and tax year beginning and ending dates. DO NOT SEND CASH.

INSTRUCTIONS FOR TAX PAYMENT WORKSHEET

Line 1 – **Income Tax Liability** Enter the total amount of income tax the corporation is expected to owe. Use Form 500 as a worksheet.

Line 2 – **Estimated tax payments** Enter the total amount of Maryland estimated tax paid with Form 500D or 500DP for the tax year. Include any overpayment from the prior period that was credited to the current tax year.

Line 3 – **Allowable business tax credits** Enter the allowable business tax credits from Form 500CR.

Line 4 – **Total payments and credits** Add lines 2 and 3 and enter the total on line 4.

Line 5 – **Tentative tax due** Subtract line 4 from line 1 and enter the result on line 5. Also enter this amount on Form 500E. This is the tentative tax due. See **How to file** under the General Instructions.

TAX PAYMENT WORKSHEET

- | | | |
|--|----|-------|
| 1. Tax liability expected for the current tax year. | 1. | _____ |
| 2. Estimated tax payments and amount credited from the prior period. | 2. | _____ |
| 3. Allowable business tax credits. | 3. | _____ |
| 4. Total payments and credits. Add lines 2 and 3 and enter here. | 4. | _____ |
| 5. Tentative tax due – Subtract line 4 from 1. Enter this amount here and on Form 500E. | 5. | _____ |

MARYLAND FORM 500D

DECLARATION OF ESTIMATED CORPORATION INCOME TAX

2004

IF THE CORPORATION RECEIVED THE DECLARATION OF ESTIMATED CORPORATION INCOME TAX PACKET WHICH INCLUDES THE FOUR PREPRINTED VOUCHERS FOR SUBMITTING ESTIMATED PAYMENTS, PLEASE USE THE PREPRINTED VOUCHERS INSTEAD OF THIS FORM.

IF THE CORPORATION DOES NOT HAVE THE PACKET, USE THIS FORM TO REMIT ANY PAYMENT DUE AT THIS TIME. CHECK THE APPLICABLE BOX ON FORM 500D IF REPLACEMENT VOUCHERS (FORM 500DP) ARE NEEDED FOR REMAINING INSTALLMENTS OF THE CURRENT TAX YEAR.

SEE INSTRUCTIONS ON REVERSE SIDE

Estimated Tax Worksheet (Complete this worksheet to compute the estimated tax due)

1. Taxable income expected for the tax year or period BEGINNING in 2004
2. Estimated income tax due for the year (7% of line 1, reduced by any tax credits)
3. Estimated tax due per quarter (line 2 divided by four)

1.		
2.		
3.		

Record of Installment Payments (Complete this record for your files)

1. PRIOR YEAR (2003) OVERPAYMENT applied as a credit to estimated tax for 2004
- | Date Due | Date Paid | Check Number |
|-------------------------------|-----------|--------------|
| 2. 15th day of the 4th month | _____ | _____ |
| 3. 15th day of the 6th month | _____ | _____ |
| 4. 15th day of the 9th month | _____ | _____ |
| 5. 15th day of the 12th month | _____ | _____ |
6. Total estimated tax payments for 2004. Add lines 1 through 5. (Claim this amount on Form 500 - line 10a for the tax year BEGINNING in 2004.)

1.		
2.		
3.		
4.		
5.		
6.		

CUT ALONG THIS LINE AND RETAIN TOP PORTION OF FORM FOR CORPORATE RECORDS.
SUBMIT BOTTOM PORTION WITH REMITTANCE TO THE COMPTROLLER OF MARYLAND, REVENUE ADMINISTRATION DIVISION,
ANNAPOLIS, MARYLAND 21411-0001

FORM 500D

DECLARATION OF ESTIMATED CORPORATION INCOME TAX

2004

(or fiscal year beginning _____, 2004
and ending _____, _____)

COMPTROLLER OF MARYLAND
REVENUE ADMINISTRATION DIVISION
ANNAPOLIS, MARYLAND 21411-0001

Federal Employer Identification Number (9 digits)		DO NOT WRITE IN THIS SPACE				
Name						
Number and street						
City or town, state	Zip code	RM	ME	YE	EC	

SIGNATURE AND VERIFICATION: I declare that I have examined this declaration and to the best of my knowledge and belief, it is true, correct and complete.

CHECK HERE to request *replacement* vouchers for the remainder of the current tax year.

Officer's (or preparer's) signature Date

Amount of tax enclosed (if amount of estimated tax is zero, do not file this form) \$ _____

Title (or preparer's firm name and address)

**DO NOT USE THIS FORM IF THE
CORPORATION HAS FORM 500DP**

DECLARATION OF ESTIMATED CORPORATION INCOME TAX

GENERAL INSTRUCTIONS

Purpose of Form Form 500D is used by a corporation to declare and remit estimated income tax when the preprinted Form 500DP is unavailable.

Corporations expected to be subject to estimated tax requirements should have received a Declaration of Estimated Corporation Income Tax Packet. The estimated tax packet includes a worksheet, record of payments, four preprinted vouchers (Form 500DP) and instructions. Please use the Form 500DP which contains pre-printed taxpayer information and provides for prompt and accurate processing of the declaration payment.

If the corporation does not have the estimated tax packet, use Form 500D to remit any payment due.

NOTE: Do not use this form for pass-through entities (including S corporations) or to remit employer withholding tax.

General Requirements Every corporation that reasonably expects its Maryland taxable income to develop a tax in excess of \$1,000 for the tax year or period must make estimated income tax payments. The total estimated tax payments for the year must be at least 90% of the tax developed for the current tax year or **110%** of the tax developed for the prior tax year to avoid interest and/or penalty. At least 25% of the total estimated tax must be remitted by each of the four installment due dates.

In the case of a short tax period the total estimated tax required is the same as for a regular tax year: 90% of the tax developed for the current (short) tax year or **110%** of the tax developed for the prior tax year. The minimum estimated tax for each of the installment due dates is the total estimated tax required divided by the number of installment due dates occurring during the short tax year.

Maryland law provides for the accrual of interest and imposition of penalty for failure to pay any tax when due.

If it is necessary to amend the estimate, recalculate the amount of estimated tax required using the estimated tax worksheet provided on this form. Adjust the amount of the next installment to reflect any previous underpayment or overpayment. The remaining installments must be at least 25% of the amended estimated tax due for the year.

Consolidated returns are not allowed under Maryland law. Affiliated corporations which file a consolidated federal return must file separate Maryland declarations for each member corporation.

When and Where to File File Form 500D on or before the 15th day of the 4th, 6th, 9th and 12th months following the beginning of the tax year or period. In addition to payment with Form 500DP or 500D, the corporation may partially or fully apply any overpayment from the prior year Form 500 – Corporation Income Tax Return to the estimated tax obligation for this year.

The estimated tax must be filed with the Comptroller of Maryland, Revenue Administration Division, Annapolis, Maryland 21411-0001.

SPECIFIC INSTRUCTIONS

Name, Address and Other Information Type or print the required information in the designated area. **DO NOT USE THE LABEL FROM THE TAX BOOKLET COVER.**

Enter the name exactly as specified in the Articles of Incorporation, or as amended, and continue with any "Trading As" (T/A) name if applicable.

Enter the Federal Employer Identification Number (FEIN). If the FEIN has not been secured, enter "APPLIED FOR" followed by the date of application. If a FEIN has not been applied for, do so immediately.

Check the box to request **replacement** vouchers for the remainder of the current tax year. Do not check the box to request vouchers for the next tax year; a packet including vouchers will be issued automatically.

Tax Year or Period ENTER THE BEGINNING AND ENDING DATES OF THE TAX YEAR IN THE SPACE PROVIDED.

The same tax year or period used for the federal return must be used for Form 500D.

Amount of Tax Enclosed Enter the amount of tax due in the space provided and remit full payment with this form.

Signature and Verification An authorized officer or the paid preparer must sign and date Form 500D indicating the corporate title or preparer firm name and address.

Payment Instructions Include a check or money order made payable to the **Comptroller of Maryland** for the full amount due. All payments must indicate the Federal Employer Identification Number, type of tax and tax year beginning and ending dates. **DO NOT SEND CASH.** Taxpayers making payments of \$10,000 or more must pay by electronic funds transfer. Others may elect this method. Taxpayers must register prior to making electronic payments. For registration information call 410-260-7601. If you make payments by electronic funds transfer, do not mail Form 500D; retain it for your records.

Mailing Instructions Mail payment and completed Form 500D to:

Comptroller of Maryland
Revenue Administration Division
Annapolis, MD 21411-0001

**UNDERPAYMENT OF ESTIMATED
MARYLAND INCOME TAX**

BY CORPORATIONS AND PASS-THROUGH ENTITIES

SEE EXPLANATION ON REVERSE. ATTACH THIS FORM TO FORM 500 OR 510.

IMPORTANT: PLEASE REVIEW THE INSTRUCTIONS BEFORE COMPLETING THIS FORM.

TAX YEAR BEGINNING _____, 2003 ENDING _____

Name as shown on Form 500 or 510	Federal Employer Identification Number (9 digits)
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SEE INSTRUCTIONS ON REVERSE SIDE

EXCEPTIONS WHICH AVOID INTEREST AND PENALTY

NO INTEREST OR PENALTY IS DUE AND THIS FORM SHOULD NOT BE FILED IF:

- A. The tax developed for the current tax year is \$1,000 or less.
- B. Four payments of not less than 25% of the required estimated tax were filed on or before the 15th day of the 4th, 6th, 9th and 12th months of the tax year and total either (1) 90% of the tax developed for the current tax year or (2) 100% of the tax developed for the prior tax year.

CALCULATION OF INTEREST AND PENALTY

1. Tax for current tax year (line 9 of Form 500 or Form 510) less any Business or Heritage Structure Rehabilitation Tax Credits . . .		
2. Enter 90% of the amount on line 1		
3. Tax for prior tax year (line 9 of prior year Form 500 or Form 510) less any Business or Heritage Structure Rehabilitation Tax Credits . . .		
4. Estimated tax required (Enter lesser of line 2 or line 3)		

DUE DATES OF INSTALLMENT PERIODS				
	15th day 4th month	15th day 6th month	15th day 9th month	15th day 12th month
	1st Period	2nd Period	3rd Period	4th Period
5. Installment periods				
6. Estimated payments required per installment period (See instructions)				
7. Estimated tax paid per installment period on or before the due date indicated and prior year's overpayment applied to estimated tax . . .				
8. Underpayment per installment period (Subtract line 7 from line 6) . .				
9. Interest factors (See instructions)				
10. Interest per installment period (Multiply line 8 by factors on line 9)				

11. Total interest (Add all amounts on line 10)		
12. Penalty (See instructions)		
13. Total interest and penalty (Add lines 11 and 12). Also enter this amount on line 13 of Form 500 or line 12 of Form 510		

UNDERPAYMENT OF ESTIMATED INCOME TAX BY CORPORATIONS AND PASS-THROUGH ENTITIES

GENERAL INSTRUCTIONS

Purpose of Form Form 500UP is used by a corporation or a pass-through entity to calculate the amount of interest and penalty for failure to pay the required amount of estimated income tax when due.

NOTE: Form 500UP is not required. The Maryland Revenue Administration Division will calculate the interest and penalty and notify the entity of any balance due.

General Requirements Every corporation or pass-through entity that reasonably expects its Maryland taxable income to develop a tax in excess of \$1,000 for the tax year or period must make estimated income tax payments. The total estimated tax payments for the year must be at least 90% of the tax developed for the current tax year or 100% of the tax developed for the prior tax year. At least 25% of the total estimated tax must be remitted by each of the four installment due dates. Corporations may not use the annualization method.

In the case of a short tax period, the total estimated tax required is the same as for a regular tax year: 90% of the tax developed for the current (short) tax year or 100% of the tax developed for the prior tax year. The minimum estimated tax for each of the installment due dates is the total estimated tax required divided by the number of installment due dates occurring during the short tax year.

Maryland law provides for the accrual of interest and imposition of penalty for failure to pay the required amount of estimated tax when due.

When and Where to File File Form 500UP by the original or extended due date for filing the Form 500 – Corporation Income Tax Return or Form 510 – Pass-Through Entity Income Tax Return. If used, Form 500UP must be attached to Form 500 or Form 510 and filed with the Comptroller of Maryland, Revenue Administration Division, Annapolis, Maryland 21411-0001.

SPECIFIC INSTRUCTIONS

Name and Other Information Type or print the name as shown on Form 500 or Form 510 in the designated area. Enter the Federal Employer Identification Number (FEIN). If a FEIN has not been secured, enter "APPLIED FOR" followed by the date of application. If a FEIN has not been applied for, do so immediately.

Tax Year or Period Enter the beginning and ending dates in the space provided at the top of Form 500UP. The form used for filing must reflect the preprinted tax year in which the corporation's tax year begins.

Calculation of Interest and Penalty Enter the amounts as required for lines 1 through 13.

Instructions for Line 6: The first period extends from the beginning of the entity's fiscal year to the last day of the third month. The second period extends from the beginning of the fiscal year to the last day of the sixth month. The third period extends from the beginning of the fiscal year to the last day of the ninth month. The fourth period extends from the beginning of the fiscal

year to the last day of the twelfth month. Therefore, enter one-quarter of the estimated tax required on line 4 in the first column of line 6, one-half in the second column, three-quarters in the third column and an amount equal to line 4 in the fourth column. For Pass-Through Entities, see specific instructions below.

Instructions for Line 7: Enter all payments made by the due date of the fourth quarterly estimated tax payment in the appropriate column according to the instructions for line 6. That is, all payments made by the 15th day of the fourth month of the entity's fiscal year should be entered in the first column. All payments made by the 15th day of the sixth month (including those shown in the first column) should be entered in the second column. All payments made by the 15th day of the ninth month should be entered in the third column and all payments made by the fourth quarter due date should be entered in the fourth column.

Instructions for Line 9: The interest factors for calendar year corporations or S corporations are: 1st period – .0217; 2nd period – .0328; 3rd period – .0324; 4th period – .0321. The interest factors for calendar year partnerships or limited liability companies are 1st period – .0217; 2nd period – .0328; 3rd period – .0435; 4th period – .0321.

The factors represent the interest rate for the portion of the year between the due date of each quarter and the due date of the next quarter. The rate is 1/12 of 13% for each month or part of a month from the due date. If your estimated tax payment was not timely, but was paid earlier than the due date of the next quarter, adjust the factor as follows: count the number of months from the due date that the payment was late. Treat a partial month as one month. Divide that number by twelve and multiply it by the 13% annual rate. Apply this adjusted factor to the underpaid amount on line 8.

Instructions for Line 12: Penalty for underpayment of estimated tax is due for any quarter where timely payments are less than 50% of one-quarter of the annual estimated tax required (line 4). Calculate the penalty by adding the underpayments in all applicable quarters (do not use cumulative amounts from line 8) and multiplying the total by 10%. Enter the result on line 12.

Pass-Through Entities The due dates of estimated payments and annual returns for S corporations are the same as the due dates for corporations. If the entity is a partnership or limited liability company, the due date for the fourth quarterly payment is the 15th day of the month following the close of the tax year (January 15 for calendar year filers) and the due date for the annual return is the 15th day of the fourth month following the close of the tax year (April 15 for calendar year filers). These differences will cause variations in the interest factors.

Partnerships and limited liability companies electing to annualize must allocate to each period (and enter on line 6) a payment amount based on the income received between the dates for each installment period. If the interest calculated on line 11 is zero because the income was not received evenly throughout the year, enter code number "301" in the box marked "code number" under the signature area of Form 510, and attach this form to the return.

MARYLAND BUSINESS REGISTRATION & TAXATION

COMPTROLLER OF MARYLAND REGISTRATION & TAXES

Registration and Licensing All new businesses (corporations, S corporations, partnerships, limited liability companies, business trusts, and sole proprietorships) can file a single application with the Central Registration Unit of the Revenue Administration Division of the Comptroller's Office to establish accounts for employer income tax withholding, sales and use tax, admissions and amusement tax, tire recycling fee, motor fuel tax, alcohol and tobacco tax and unemployment insurance. The Revenue Administration Division offers assistance for filing applications and establishing accounts.

The Central Registration Unit assigns a single state identification number for the taxes listed above. Register online at www.marylandtaxes.com

Corporation Income Tax The corporation income tax applies to every Maryland corporation and every other corporation which has a nexus with Maryland. Nexus is the term used to indicate a taxable connection between a corporation and a taxing authority. If a corporation conducts business activity within Maryland and exceeds the provisions of U.S.C.A. Title 15, Section 381 of the Interstate Commerce Act (P.L. 86-272) it has a nexus and must file an income tax return.

The tax is based on federal taxable income after state modifications. Corporations engaged in multistate operations must allocate income using an apportionment formula, generally consisting of receipts, property and payroll factors. The tax is imposed at a flat rate of 7% of Maryland taxable income.

Employer Withholding of Income Tax Employers making payments to individuals of salaries, wages or compensation for personal services must withhold income tax and remit the withholding to the Maryland Revenue Administration Division. The amount of tax to be withheld is prescribed in published tables which are based on the individual income tax rates. See the General Instructions for Form 500 for additional information on employer withholding requirements.

Sales and Use Tax This tax applies to businesses selling in Maryland or purchasing out of state for Maryland use.

The general Maryland sales and use tax rate is 5% (1¢ tax on each 20¢ or fraction of price). A special 8% rate is imposed on rental trucks, and a special rate of 11½% is charged on rentals of passenger cars and recreational vehicles. Most sales of food by substantial grocery or market businesses are not subject to tax. Specific prepared foods purchased in grocery stores are subject to tax. Other exemptions include all sales solely for resale, medicine, energy for residential use, manufacturing machinery and equipment, and certain agricultural equipment and supplies.

Motor Fuel Tax Generally, this tax applies to businesses selling or using motor fuel in Maryland.

The Maryland motor fuel tax rate is currently 23½¢ per gallon of gasoline and 24¼¢ per gallon of diesel fuel. There are other require-

ments for motor carriers, dealers, special fuel users, sellers, and service station operators.

Maryland implemented the International Fuel Tax Agreement (IFTA) for motor carriers on 1/1/96.

Alcohol and Tobacco Tax These taxes apply to businesses manufacturing, selling, distributing or storing alcoholic beverages or selling and/or distributing cigarettes in Maryland.

The Maryland excise tax rates on alcoholic beverages are \$1.50 per gallon of distilled spirits, 40¢ per gallon of wine, and 9¢ per gallon of beer. The tobacco tax rate is \$1.00 per pack of 20 cigarettes.

Admissions & Amusement Tax This tax is imposed on a variety of activities, such as admission to any place, including motion pictures, athletic events, races, shows or exhibits. Also subject to this tax are receipts from athletic equipment rentals, bingo, coin-operated amusement devices, boat rides and excursions, amusement rides, golf green fees, golf cart rentals, skating, bowling shoe rentals, lift tickets, riding academies, horse rentals, and merchandise, refreshments, or a service sold or served in connection with entertainment.

The admissions and amusement tax is a local tax collected by the Comptroller's Office on behalf of Maryland's counties, Baltimore City, other incorporated cities and towns. The tax is set by the localities at rates varying from one-half of 1% to 10% of the admissions and amusement receipts.

Tire Recycling Fee This fee applies to tire wholesalers or a tire retailer who buys tires from out-of-state sources. Registration and payment of the fee is handled by the Revenue Administration Division.

Utility Surcharges These surcharges are collected by electric companies that deliver electricity in Maryland and by telephone companies doing business in Maryland. The electricity surcharges are then paid to the Comptroller for deposit in the Environmental Trust and Universal Service Program Funds. The telecommunications surcharges are paid to the Comptroller for deposit in the 911 Emergency Telephone System and Communications Access of Maryland Funds.

The utility surcharges are collected by the Revenue Administration Division.

OTHER REGISTRATIONS & TAXES

New Corporations In addition to registering with the Central Registration Unit of the Comptroller's Office, all corporations doing business in Maryland must register with the Department of Assessments and Taxation. This is also the office to contact to form a new corporation.

Financial Institution Franchise Tax The franchise tax has been replaced with the corporation income tax for commercial banks (effective 1/1/98) and all other financial institutions (effective 1/1/01).

Public Service Company Franchise Tax In addition to corporation income tax, public service companies are subject to the franchise tax on gross receipts. This tax is administered by the Department of Assessments and Taxation.

Insurance Company Premium Tax Insurance companies are exempt from the corporation income tax but are subject to the premium tax that is administered by the Maryland Insurance Administration.

Unemployment Insurance Employers are subject to the Department of Labor, Licensing and Regulation unemployment insurance requirements and must file a combined registration application to establish an account.

Workers' Compensation Employers in Maryland must provide workers' compensation insurance for all employees. Employers may obtain coverage from a private insurance company, by becoming self-insured or by contacting the State Injured Workers' Insurance Fund. Employers believing they are not required to obtain this insurance may contact the Workers' Compensation Commission for certification of compliance.

Business Licenses Licenses are required for certain businesses to operate in Maryland. To determine if a license is necessary, contact the clerk of the circuit court in the Maryland county (or Baltimore City) where the business operates. A circuit court is located in each of those jurisdictions.

OTHER REQUIREMENTS

Bulk Sales When an existing business is bought, the purchaser must pay a 5% bulk sales and use tax on the price of tangible personal property, such as furniture and fixtures, that is part of the business. This tax is collected by the Compliance Division of the Comptroller's Office.

Dissolution of Corporation Articles of Dissolution must be filed with the Department of Assessments and Taxation for the dissolution of a corporation. As of 10/1/99, a tax clearance certificate is no longer required for the dissolution of a corporation.

Unclaimed Property Unclaimed funds such as wages, insurance benefits, bank accounts or security deposits must be reported if they remain unclaimed for three years. This property must be reported to the Compliance Division.

NOTE: The information provided above is a brief summary of the various Maryland business requirements and is based on the law in effect as of 7/1/03. For additional information, see the reverse side for the addresses and phone numbers of the Maryland agencies most frequently contacted by businesses.

