

Maryland Department of Assessments and Taxation
Charter Division
TRADE NAME AMENDMENT APPLICATION

FILING FEE: \$25.00; EXPEDITED SERVICE FEE IS AN ADDITIONAL \$50.00
(MAKE CHECKS PAYABLE TO DEPARTMENT OF ASSESSMENTS AND TAXATION)

TRADE NAME: _____
(List trade name exactly as filed on the original application. Attach an additional sheet for additional information as needed)

OWNERS NAME: _____
 CHANGING NAME ADDING NAME DELETING NAME

OWNERS ADDRESS: _____
 CHANGING ADDRESS ADDING ADDRESS DELETING ADDRESS

ADDRESS WHERE NAME IS USED: _____
 CHANGING ADDRESS ADDING ADDRESS DELETING ADDRESS

CHANGING DESCRIPTION OF BUSINESS:

PLEASE NOTE: WHEN CHANGING OWNERS ADDRESS OR ADDRESS WHERE NAME IS USED, THE NEW ADDRESS MUST CONTAIN A FULL STREET ADDRESS INCLUDING CITY, STATE AND ZIP CODE. **IF THIS INFORMATION IS NOT LISTED, THIS APPLICATION WILL BE REJECTED.**

SIGNATURE OF CURRENT OWNER ON FILE

SIGNATURE OF OWNER (AUTHORIZED TITLE)

SIGNATURE OF OWNER (AUTHORIZED TITLE)

SIGNATURE OF OWNER (AUTHORIZED TITLE)

Revised: 1/2023

TRADE NAME AMENDMENT INSTRUCTIONS

1. Any changes from the original filing, other than the name of the Trade Name, must be made on this Amendment application with the filing fee of \$25.00. No changes can be made on a renewal form other than the business location.
2. Regular processing time for submitted documents is about 4 to 6 weeks from receipt of document. Expedited processing requests will be responded to within 7 business days and require an additional \$50.00 fee; other fees may also apply.
3. Make checks payable to the Department of Assessments and Taxation. Note: **Filings submitted in hard copy may be hand delivered to drop boxes that SDAT maintains in the building lobby at 301 W. Preston Street, Baltimore, MD 21201. Please check the SDAT website for additional instructions regarding drop box submissions.**
4. Mail form and check to Department of Assessments and Taxation, 301 West Preston Street, Room 801, Baltimore, Maryland 21201.

For same day service the expedite fee is \$425.00. Same day filings for a trade name amendment may be hand delivered to the drop box by 10:00 am Monday-Friday. Fee must be paid by check or money order. No cash is accepted.

5. All blanks on the form must be completed and legible and the signature (s) must be original (no stamp, photocopy, or carbon copy). All current and new owners must sign. If owned by a corporate entity, an authorized title must be indicated next to the signature with the name of entity listed. The address (es) where name is used, and the owner's address may be listed out of state and P.O. Box addresses are only accepted if used as part of the physical street address.
6. **IMPORTANT: The original trade name cannot be changed by using this application. You must cancel the original name, pay the filing fee, \$25.00 or more and register the new business name at \$25.00.**
7. If owner is deceased, change of marital status or change of personal name, attach a copy of death certificate, marriage license or court decree of name change.

Revised: 1/2023