

State of Maryland  
**Department of Assessments and Taxation**  
Charter Division

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**TRADE NAME CANCELLATION 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)

\_\_\_\_\_  
SIGNATURE OF OWNER (AUTHORIZED TITLE)

\_\_\_\_\_  
SIGNATURE OF OWNER (AUTHORIZED TITLE)

\_\_\_\_\_  
SIGNATURE OF OWNER (AUTHORIZED TITLE)

\_\_\_\_\_  
SIGNATURE OF OWNER (AUTHORIZED TITLE)

\_\_\_\_\_  
SIGNATURE OF OWNER (AUTHORIZED TITLE)

\_\_\_\_\_  
SIGNATURE OF OWNER (AUTHORIZED TITLE)

\* The original owner (s) who signed the Trade Name Application must sign in order to cancel the Trade Name.

\*\* If deceased attach copy of the Death Certificate.

Return Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# TRADE NAME CANCELLATION INSTRUCTIONS

1. The filing fee of the cancellation form is \$25.00 by check or money order.
  2. Make checks payable to the Department of Assessments and Taxation. Note: Filings brought into the office and filed on a while-you-wait basis as well as by FAX service are subject to a \$50.00 surcharge for Expedited service. Walk-in hours are 8:30 a.m. to 4:30 p.m. Cash, checks, or money orders are accepted on walk-in basis.
  3. Mail the form and check to Department of Assessments and Taxation, 301 W. Preston Street, Room 801, Baltimore, Maryland 21201.
  4. Insert name of trade name on blank line legibly. Each person listed as an owner must sign with original signature (no stamp, Xerox or carbon). If owned by a corporate entity, must indicate the authorized title of the person signing for the entity.
  5. The form can be submitted via fax if you pay the filing fee and an additional \$50.00 expedited service fee using a MasterCard or Visa card. Fax the completed and signed document to 410-333-7097. Attach separated cover sheet which includes your return mailing address, telephone, fax number, full 16-digit account number, the expiration date, and your printed exactly as it appears on the card, and your full signature to authorize the charge. Please allow 7 business days to process the application. Photocopies of the credit card will not be accepted.
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**How long will take to process my documents?** Regular processing time for submitted documents is about 8 weeks from receipt of document. Expedited processing requests will be responded to within 7 business days. Documents hand-delivered on a non-expedited walk-in basis will be processed at the regular timeframe. Also applications submitted in limited quantities on an expedited walk-in will receive same day service between \*8:30 a.m. – 4:30 p.m. Walk-in delivered transactions are to be paid by cash, checks or money order only.

The expedited service fee is an additional \$50.00 for this document; other fees may also apply. Check the fee schedule web page for a list of all service fees, <http://www.dat.state.md.us/sdatweb/fees.html>

Mail completed forms to: State Department of Assessments and Taxation, Charter Division, 301 W. Preston, 8<sup>th</sup> Floor, Baltimore, MD 21201-2305. Fax completed forms with MasterCard or Visa credit card payment information to 410-333-7097. Fax request will be charged the additional expedited service fee.

NOTE: Due to the fact that the laws governing the formation and operation business entities involves more than filing documents with our office, we suggest you consult an attorney, accountant or other professional. State Department of Assessments & Taxation staff cannot offer business counseling or legal advice.