

ANNUAL PERSONAL PROPERTY RETURN OF
SOLE PROPRIETORSHIPS AND GENERAL PARTNERSHIPS
AS OF JANUARY 1, 2012
DUE APRIL 16, 2012

CHECK IF THIS IS A CHANGE
OF MAILING ADDRESS

OWNER'S NAME, TRADING AS NAME, AND MAILING ADDRESS:

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DEPARTMENT ID NO.

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Check here if you use a preparer and do not want
personal property forms mailed to you next year.

PART A

1. Provide your federal employer ID # _____ (if none, provide social security number of owner).
2. Provide your federal principal business code # _____ (from IRS Schedule C or Form 1065).
3. **IMPORTANT:** List exact location of all personal property reported on this return including county, town, and street address. This assures proper distribution of assessments. If property is located in two or more locations, please attach additional copies of Part B for each location.

NOTE: If all of the personal property of this business is located entirely in the following exempt counties: Frederick, Garrett, Kent, Queen Anne's, or Talbot, you may be eligible to skip Part B, Line Items ① through ⑤. *Be sure to complete signature section.* Refer to Specific Instructions, Part A, 3 for more information.

(STREET NUMBER & NAME) (ZIP CODE) (COUNTY) (INCORP. TOWN)

Check if this location has changed from the 2011 return.

4. State your nature of business or profession: _____ Date began: _____
5. Total gross sales or amount of business transacted during 2011. \$ _____
If the business has sales in Maryland and does not report any personal property, in remarks below explain how the business is conducted without personal property. If the business is using the personal property of another business, provide the name and address of that business.
6. Only sole proprietors complete questions 6a and 6b.
- 6a. Is this location the principal residence of the business owner? _____
(Yes or No)
- 6b. Is the total original cost of all the property, including inventory and excluding licensed vehicles, less than \$10,000? _____
If you answer yes to both 6a and 6b, your property is exempt. (Yes or No)
Skip to signature line on page 2.
7. State the opening and closing dates of your fiscal year. _____
8. Do you have any fully depreciated property or property expensed under IRS rules? _____ If yes, have you
included such property on this return? _____
(Yes or No)
9. Property leased by your business. See Instructions for Part A, 9.
10. Has the business disposed of assets during 2011? _____ If yes, supply a schedule of disposition by
year of acquisition and manner of disposal. (Yes or No)

REMARKS _____

