

State of 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:

TO: _____

 CHANGING ADDRESS ADDING ADDRESS DELETING ADDRESS

ADDRESS WHERE NAME IS USED:

TO: _____

 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)

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. Please allow 4-6 weeks for the filing process and an acknowledgement will be mailed.
2. Make checks payable to the Department of Assessments and Taxation. Note: Filing 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 order accepted only.
3. Mail form and check to Department of Assessments and Taxation, 301 West Preston Street, Room 801, Baltimore, Maryland 21201.
4. All blanks on the form must be completed and legible and the signature (s) must be original (no stamp, Xerox or carbon). 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.
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. Expedited processing requests will be responded to within 7 business days. Fax the completed, signed document to 410-333-7097. Include your name, trade name, return mailing address, telephone, fax number, 16-digit credit card account number, expiration date and the name exactly as it appears on the card, with your printed name and cardholder's signature to authorize the charge.
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, must attach a copy of death certificate, marriage license or court decree of name change.