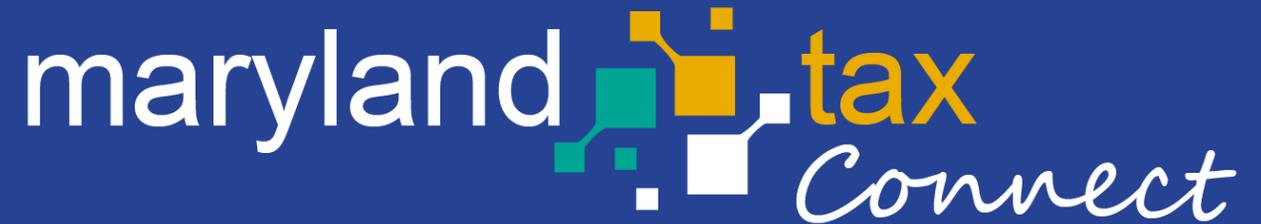


# Maryland Tax Connect

File A Form & Pay As A Registered Maryland Tax  
Connect User Guide

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# File And Pay As a Registered User Guide

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The following pages outline the steps for filing a Maryland State Tax Form. The **File A Form and Pay As a Registered User Guide** can be used for the following Maryland tax types: **Sales and Use, Admissions and Amusement, Alcohol, Tobacco and Withholding.**

To perform these functions, you must have a Maryland Tax Connect profile and active Tax Accounts.



# Maryland Tax Connect-Home Page

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Log-in to your Maryland Tax Connect Account using your **User ID** and **New Password**. Then check the **ReCAPTCHA** to Log In.

janedoe24

.....

I'm not a robot

reCAPTCHA  
Privacy - Terms

Log In

[Forgot User Name?](#) [Forgot Password?](#)

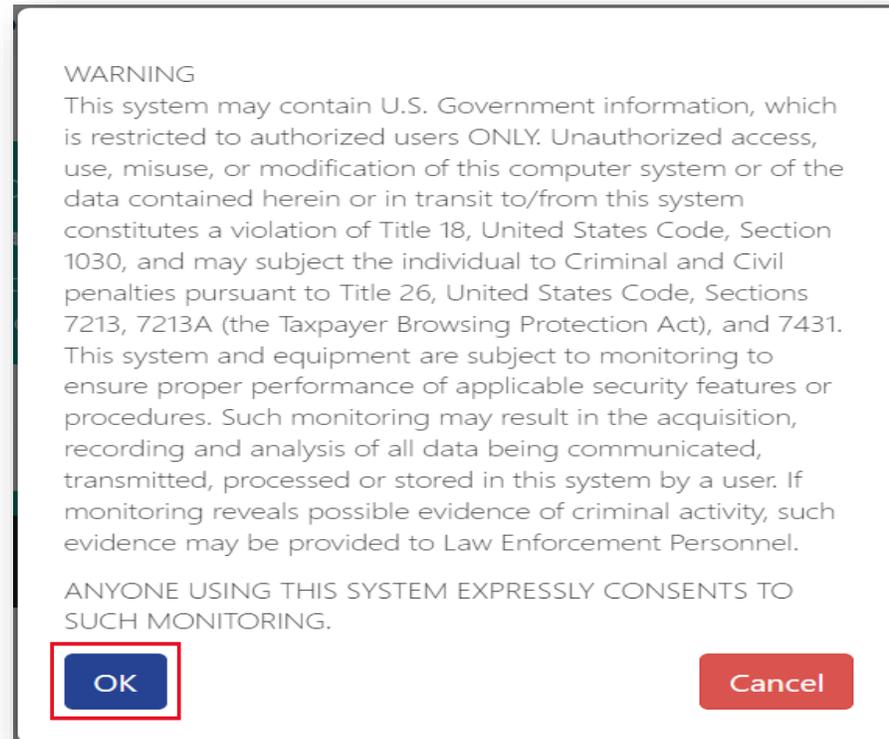
New to Maryland Tax Connect? [Sign Up](#)



# User Warning Message

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When accessing your Maryland Tax Connect homepage you will be prompted to read and accept monitoring message. Click **Ok** to consent and proceed.



# Tax Accounts

From your **Tax Accounts** page click on the **Select an Account** button to view all available Tax Accounts.

Welcome, Portal

You have 0 incomplete documents.

You last logged in on **Friday, 01/31/2025 12:29 PM**

### User Profile Summary

Portal Verification  
portaltest@marylandtaxes.gov  
TU00001563614

### Account Information

**PORTAL VERIFICATION ENTITY**  
45 CALVERT ST FL 4  
ANNAPOLIS, MD 21401-1994  
UNITED STATES

[Select an Account](#)

## Tax Accounts

Account Type	Account ID	Address	Last Activity Date	Last Period Filed
ADMINISTRATIVE/ BOND	CRN: 35641957	45 CALVERT ST FL 4, ANNAPOLIS, MD 21401-1994 UNITED STATES		
ADMINISTRATIVE/ BOND	CRN: 35641957	45 CALVERT ST FL 4, ANNAPOLIS, MD 21401-1994 UNITED STATES		
ADMINISTRATIVE/ BOND	CRN: 35641957	45 CALVERT ST FL 4, ANNAPOLIS, MD 21401-1994 UNITED STATES		
ADMINISTRATIVE/ BOND	CRN: 35641957	45 CALVERT ST FL 4, ANNAPOLIS, MD 21401-1994 UNITED STATES		
ADMINISTRATIVE/ BOND	CRN: 35641957	45 CALVERT ST FL 4, ANNAPOLIS, MD 21401-1994 UNITED STATES		

Showing 1 to 5 of 64 entries

### Account Balances

This taxpayer has no outstanding debt.



# Profile Information

Select the Tax Account from the **My Profiles** page that you are filing a **Form/Return** on behalf of.

Profile Information / My Profiles

## My Profiles ?

Below is the list of profiles you are authorized to view. Click the name in the list to view the details below.

[Add Profile](#)

Search:

Profile	Last Accessed
<b>PORTAL VERIFICATION ENTITY</b>	03/05/2025

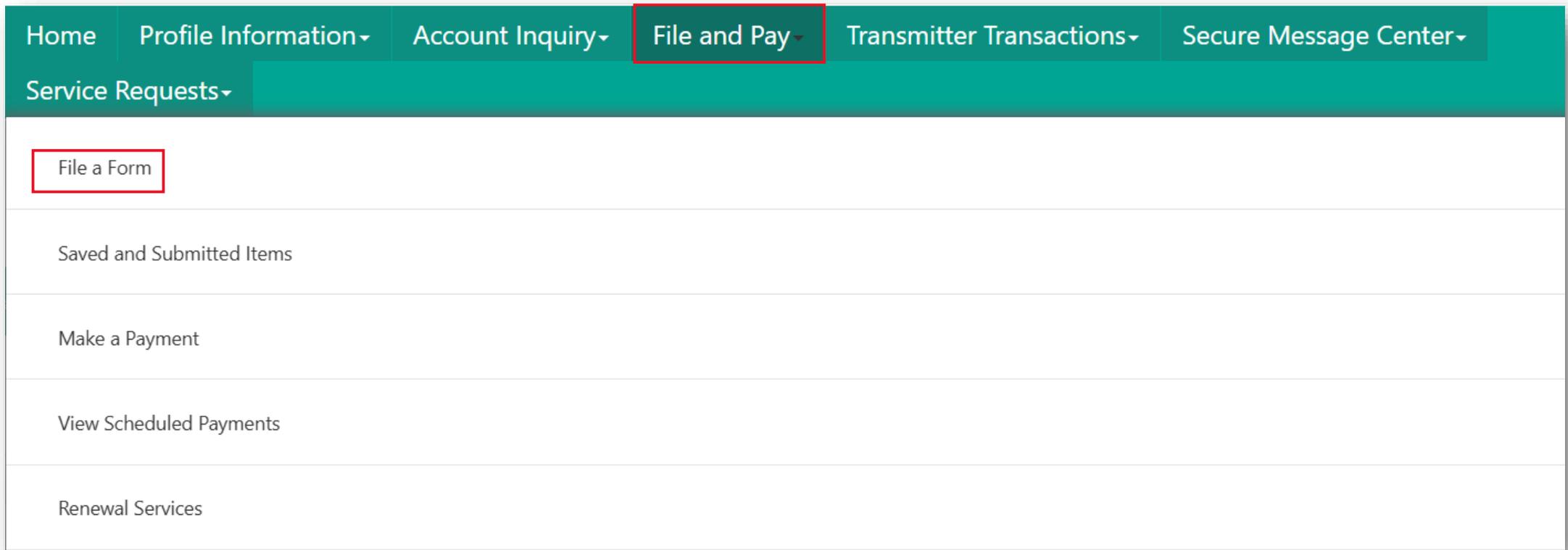
Showing 1 to 1 of 1 entries

⏪ ⏩ 1 ⏪ ⏩



# File And Pay

Select **File and Pay** from the menu bar. Then select **File a Form** from the drop-down menu options.



The image shows a screenshot of a web application's navigation menu. The menu bar is teal and contains the following items: Home, Profile Information (with a dropdown arrow), Account Inquiry (with a dropdown arrow), File and Pay (with a dropdown arrow and a red box around it), Transmitter Transactions (with a dropdown arrow), and Secure Message Center (with a dropdown arrow). Below the menu bar, a dropdown menu is open, showing the following options: File a Form (with a red box around it), Saved and Submitted Items, Make a Payment, View Scheduled Payments, and Renewal Services.



# File A Form Page

Tax account selected will appear in the name box and some fields will auto-populate. You must complete all required fields in red to proceed. Select **Next** to continue.

File a Form ?

The tax form information below has been prepopulated based on default account information. Please make alternate selections below as needed. Click the "Next" button when you are ready to continue.  
If you would like to view the instructions for the form you are filing, click [here](#).

**IMPORTANT! Accelerated Withholding Filers:** Please select the Period End Date that matches your Pay Date. These dates should be the same date.

\* indicates required field

* Name:	PORTAL VERIFICATION ENTITY
* Account:	SALES AND USE TAX/FILING
* Account ID:	CRN: 35641957 LEGAL: PORTAL VERIFICATION ENTITY
* Form Type:	SALES AND USE TAX RETURN FORM 202
Return Type:	ORIGINAL RETURN
* Filing Method:	DATA ENTRY
* Period End Date:	10/1/2024 - 10/31/2024

Cancel Next



# Enter Tax Form

Review Form/Return Header and verify demographic information. Then click **Next** to move to the subsequent tab. **Note:** Form design/fields vary depending on tax type selected.

The screenshot displays a web interface for entering tax forms. At the top, a teal header bar is present. Below it, a navigation menu includes 'Form Header' (highlighted with a red box), 'Sales and Use Tax 202', 'Sales and Use Tax 202 Facilitations', '202 DLV - Western', '202 DLV - Southern', '202 DLV - Central', and 'More'. A legend in the top right corner states '\* indicates required field'. An 'Instructions' button is also visible. The main content area is divided into two columns: 'Taxpayer Information' and 'Form Information'. The 'Taxpayer Information' section lists: Name: PORTAL VERIFICATION ENTITY; Account: SALES AND USE TAX/FILING; Account ID: CRN: 35641957; Address: 45 CALVERT ST FL 4, ANNAPOLIS, MD 21401-1994, UNITED STATES. The 'Form Information' section lists: Form Type: SALES AND USE TAX RETURN FORM 202; Period Begin Date: 10/01/2024; Period End Date: 10/31/2024. At the bottom right, a 'Next' button is highlighted with a red box. The bottom navigation bar contains 'Cancel', 'Print', 'Save and Exit', 'Save and Continue', 'Calculate', and an empty input field.



# Enter Tax Form

Begin entering data for the **Form Type** selected. Click **Tax Form Instructions** for specific Form requirements. **Note:** *Form requirements vary across tax types.*

\* indicates required field  
**Tax Form Instructions**

Form Header **Sales and Use Tax 202** Sales and Use Tax 202F Facilitators Office Use For Converted Returns

**Sales And Use Tax 202**

Line #	Line Item	
	Name or Address has changed (attached completed Change of Name or Address Form)	<input type="checkbox"/>
	FINAL RETURN (attach completed Sales and Use 202 Final Return Form)	<input type="checkbox"/>
	Check this box if you are reporting sales or purchases subject to the 9% tax rate under Senate Bill 516 of 2023 on Line 12 or Line 23. You must report your physical location address and political subdivision for this reporting period. See Instruction A.	<input checked="" type="checkbox"/>
	Reported Political Subdivision Code (See Instruction A)	0201 - ANNAPOLIS
	Maryland Physical Location Address Line 1 (Street No. and Street Name) (No PO Box)	45 Calvert Street
	Maryland Physical Location Address Line 2 (Apt No., Suite No., Floor No.) (No PO Box)	
	City	Annapolis
	State	MD
	Zip Code + 4	21404
	Maryland County	ANNE ARUNDEL



# Enter Tax Form

Continue entering Form data. **Note:** *Form fields and business rules will vary depending on Form type. (Ex: **Withholding, Sales and Use, Amusement and Admissions, etc.**)*

1	Marketplace Facilitator	<input type="checkbox"/>
2	Out of State Vendor	<input type="checkbox"/>
3	Gross sales (Whole dollars only, taxable and non-taxable direct sales)	\$ 1,000.00
4A	6% Taxable Sales (Excluding digital products)	\$ 60.00
4	Tax due on sales subject to 6% rate (Excluding digital products)	\$ 800.00
5A	6% Taxable Sales (Digital products)	\$ 48.00
5	Tax due on sales subject to 6% rate (Digital products)	\$ 700.00
6A	12% Tax Due (Electronic Smoking Devices, Tobacco Pipes)	\$ 42.00
6	Tax due on sales subject to 12% rate (Electronic Smoking Devices, Tobacco Pipes)	\$ 600.00
7A	60% Tax Due (Vaping Liquid)	\$ 36.00
7	Tax due on sales subject to 60% rate (Vaping Liquid)	\$ 500.00
8A	11.5% Car and motorcycle rentals and peer-to-peer car sharing	\$ 30.00
8	Tax due on Car and motorcycle rentals subject to 11.5% rate	\$ 400.00
9A	8% Trucks Rentals and peer-to-peer car sharing	\$ 24.00
9	Tax due on Truck Rentals and peer-to-peer car sharing subject to 8% rate	\$ 300.00
10	Add Lines 8 and 9 and enter the total tax due on short-term rentals	\$ 700.00



# Enter Tax Form

Continue entering Form data. Click **Calculate** periodically for system to auto-calculate restricted fields and apply specific Form business rules.

11A	9% Alcoholic Beverages	?	\$	100.00
11	Tax due on Sales of alcoholic beverages subject to 9% rate	?	\$	150.00
12A	9% rate under Senate Bill 516 of 2023	?	\$	80.00
12	Tax due on Sales subject to the 9% rate under Senate Bill 516 of 2023	?	\$	60.00
13A	Add Lines 4, 5, 6, 7, 10, 11, and 12 and enter the total on this line		\$	3,510.00
13B	Enter line 10 from Form 202F		\$	0.00
13	Add lines 13a and 13b and enter the total		\$	3,510.00
14	Reported Timely Discount	?	\$	0.00
15	Tax Credit - Qualified Job Training. Enter certification amount (see instructions)		\$	0.00
16	Subtract Line 14 or 15 from Line 13 and enter the difference on this line		\$	3,510.00



# Enter Tax Form

Continue entering **Form** data.

17A	Taxable purchases subject to the 6% rate	?	\$	500.00
17	6% Purchases Tax Due	?	\$	50.00
18A	Taxable purchases of truck rentals and peer-to-peer car sharing subject to the 8% rate	?	\$	400.00
18	8% Purchases Tax Due	?	\$	40.00
19A	Taxable purchases of alcoholic beverages subject to the 9% rate	?	\$	300.00
19	9% Purchases Tax Due	?	\$	30.00
20A	Taxable purchases of car and motorcycle rentals subject to the 11.5% rate	?	\$	200.00
20	11.5% Purchases Tax Due	?	\$	20.00
21A	Taxable purchases of electronic smoking devices and tobacco pipes subject to the 12% rate	?	\$	100.00
21	12% Purchases Tax Due	?	\$	10.00
22A	Taxable purchases of vaping liquid subject to the 60% rate	?	\$	150.00
22	60% Purchases Tax Due	?	\$	70.00
23A	Taxable purchases subject to the 9% rate under Senate Bill 516 of 2023	?	\$	250.00
23	9% Purchases under Senate Bill 516 of 2023 Tax Due	?	\$	25.00
24	Total tax on purchases. Add the totals from lines 17, 18, 19, 20, 21, 22, and 23 and enter the total on this line		\$	0.00



# Enter Tax Form

Finish entering Form data then click **Calculate** and **Next** to start next tab. Click **Back** to return to previous pages.

25	Total taxes due (add Lines 16 and 24)	\$	977.50
26	Refund Due	\$	0.00
27	Subtract Line 26 from Line 25 and enter the difference on this line	\$	977.50
28A	Late File Penalty (compute penalty at 10% of Line 27)	\$	0.00
28B	Compute Interest from the due date of the return	\$	0.00
28	Add Lines 28a and 28b and enter the total	\$	0.00
29	Sales and Use Tax balance due (add Lines 27 and 28)	\$	977.50
30A	Prepaid Wireless E 9-1-1 Fee (.60 per transaction)	\$	0.00
30B	Discount (Fee x 0.03)	\$	0.00
30C	Total Prepaid Wireless E 9-1-1 Fee due	\$	0.00
31	Total Balance Due (add Lines 29 and 30c)	\$	977.50
32	Amount Enclosed	\$	0.00

[Back](#) [Next](#)



# Enter Tax Form

Select subsequent tab and enter Form data. Click **Tax Form Instructions** for specific Form requirements.

\* Indicates required field

Tax Form Instructions

Form Header   Sales and Use Tax 202   **Sales and Use Tax 202F Facilitators**   Office Use For Converted Returns

Sales and Use Tax 202F Facilitators

Line #	Line Item		
1	Gross sales facilitated into Maryland (Whole dollars only, taxable and non-taxable)	?	\$ 500.00
2A	Facilitated sales subject to 6% rate (Excluding digital products)	?	\$ 30.00
2	6% Facilitated Sales and Use Tax (Excluding digital products)	?	\$ 40.00
3A	Sales subject to 6% rate (Digital products)	?	\$ 400.00
3	6% Facilitated Sales and Use Tax (Digital products)	?	\$ 40.00
4A	Sales subject to 12% rate (Electronic Smoking Devices, Tobacco Pipes)	?	\$ 300.00
4	12% Facilitated Sales and Use Tax (Electronic Smoking Devices, Tobacco Pipes)	?	\$ 36.00



# Enter Tax Form

Finish entering Form data then click **Calculate** and **Submit**. Taxpayer can also click **Save and Exit** to pause and resume later.

5A	Sales subject to 60% rate (Vaping Liquid)	?	\$	200.00
5	60% Facilitated Sales and Use Tax (Vaping Liquid)	?	\$	120.00
6A	Car and motorcycle rentals and peer-to-peer car sharing subject to 11.5% rate	?	\$	150.00
6	11.5% Facilitated Car and motorcycle rentals and peer-to-peer car sharing tax	?	\$	11.50
7A	Truck Rentals and peer-to-peer car sharing subject to 8% rate	?	\$	100.00
7	8% Truck Rental and peer-to-peer car sharing Tax	?	\$	10.00
8	Add Lines 6 and 7 and enter the total tax due on short-term rentals		\$	21.50
9A	Sales of alcoholic beverages subject to 9% rate	?	\$	200.00
9	9% Alcoholic Beverage Tax	?	\$	20.00
10	Add Lines 2, 3, 4, 5, 8 and 9 and enter the total on this line and on line 13b of Form 202		\$	277.50

Back Next



# Summary Information

Confirm information populated on summary page is accurate, then select **Next** to submit. Use the **Print** button to generate a PDF of the completed Form. **Note:** Form is not complete until you sign and acknowledge your submission on following page.

Summary Information 

Confirm the summary below is correct based on the information you entered and click NEXT to provide your electronic signature.

<b>Total Tax:</b>	\$1,255.00
<b>Total Amount Due:</b>	\$1,255.00
<b>Form Type:</b>	202 SALES AND USE TAX RETURN
<b>Period End Date:</b>	12/31/2023
<b>Please Note:</b>	Allow a minimum of 72 hours for updates to be reflected on your Maryland Tax Connect account balance.

Penalty and Interest is calculated as of 12-Oct-2023.

[← Back](#) [Print](#) [Next](#)



# Taxpayer Signature

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Review the Maryland Tax Connect user acknowledgement statement. Click **Yes** to continue or **No** to return to previous page. **Note:** This is the last opportunity to use the **Print** button to generate a PDF of the completed Form.

## Enter Tax Form - Signature

Upon knowledge of a possible penalty being incurred, I acknowledge that I am authorized to file a form for the taxpayer represented in the tax form now being submitted online.  
Please select the "Yes" button if you agree. Select the "No" button to cancel the submission and go back to the form.

No

Yes



# Form PDF

Taxpayer can use print button to generate copy of the completed **Form**.

**MARYLAND FORM 202 SALES AND USE TAX RETURN**

CONFIRMATION NUM 232020049

ACCOUNT NUM 34001471

102 E. MAIN ST. SHARPSBURG MD 21782

45 Calvert st Annapolis MD 21404 MD002

**MARYLAND FORM 202F SALES AND USE TAX RETURN FOR MARKETPLACE FACILITATORS**

ACCOUNT NUM 34001471 STEVE CORRESPONDEN 102 E. MAIN ST. SHARPSBURD 21782

1. Gross sales facilitated into Maryland (Whole dollars only, taxable and non-taxable)	500.00	▶ 1.	500.00
2. Facilitated sales subject to 6% rate (Excluding digital products)	30.00	▶ 2a.	40.00
3. Sales subject to 6% rate (Digital products)	400.00	▶ 3a.	40.00
4. Sales subject to 12% rate (ESDs, Tobacco Pipes)	300.00	▶ 4a.	36.00
5. Sales subject to 60% rate (Vaping Liquid)	200.00	▶ 5a.	120.00
6. Car and motorcycle rentals and peer-to-peer car sharing subject to 11.5% rate	150.00	▶ 6a.	11.50
7. Truck rentals and peer-to-peer car sharing subject to 8% rate	100.00	▶ 7a.	10.00
8. Add Lines 6 and 7 and enter the total tax due on short-term rentals		▶ 8.	21.50
9. Sales of alcoholic beverages subject to 9% rate	200.00	▶ 9a.	20.00
10. Add Lines 2, 3, 4, 5, 8 and 9 and enter the total on this line and on line 13b of Form 202		▶ 10.	277.50



# Confirmation Page

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Successful submissions will generate a **Confirmation Number**. Print or retain number for future reference.

## Enter Tax Form - Confirmation

Form was submitted successfully.

The confirmation number is **FR0000001054**

Please print or save this number for future reference.

Print

Return Home



# WELCOME TO MARYLAND TAX CONNECT!

You have now successfully **Filed a Form** on Maryland Tax Connect!

For additional assistance contact Taxpayer Services Monday-Friday,

8:30am-4:30pm. EDT

at 1-800-638-2937 or 410-260-7980.