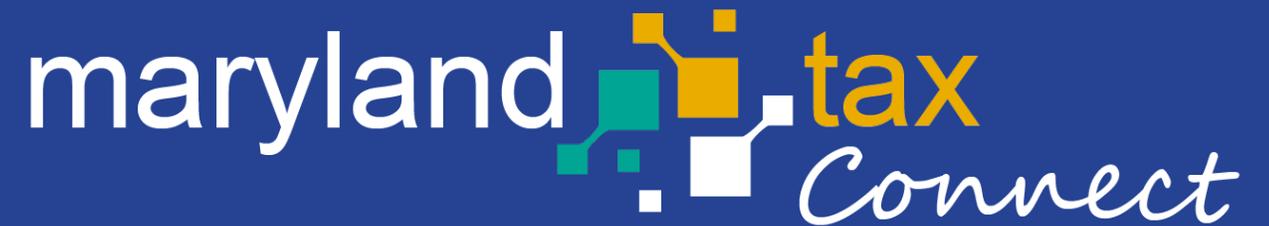


# Maryland Tax Connect

## Business Registration Guide

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September 2023

# Central Registration Application (CRA)

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The following pages outline the steps for registering a business using the Central Registration application (CRA) Wizard. Businesses can use the Maryland Tax Connect portlet to **register a new business, add a new business activity, request additional Sales and Use (SUT) locations, report mergers** and many more services.

You do not need a Maryland Tax Connect Account to register a business, but it is highly recommended for viewing and managing your Tax Accounts.



# Register For a Maryland Tax Connect Account

On the Portal homepage select either **Sign-up** or **Register a Business in Maryland** from the **Quick Links** box.

I'm not a robot   
[Privacy - Terms](#)

[Log In](#)

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

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

## QUICK LINKS



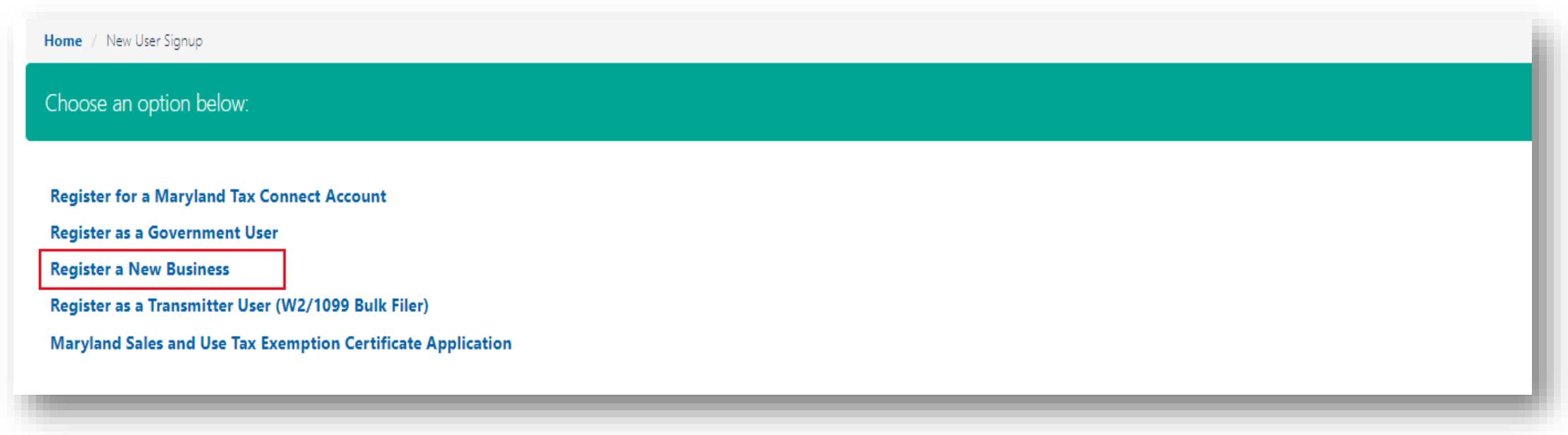
- [Register a Business in Maryland](#)
- [Register as a Government User](#)
- [W2 Bulk Filers](#)
- [1099 Bulk Filers](#)
- [Register for a Maryland Tax Connect Account](#)
- [Maryland Sales and Use Tax Exemption Certificate Application](#)



# New User Signup

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After selecting Signup, you will be redirected to the new user signup page. Choose **Register a New Business**.

A screenshot of a web application's 'New User Signup' page. The page has a light gray header with a breadcrumb trail 'Home / New User Signup'. Below the header is a teal-colored bar with the text 'Choose an option below:'. Underneath this bar, there is a list of five options, each in blue text: 'Register for a Maryland Tax Connect Account', 'Register as a Government User', 'Register a New Business' (which is highlighted with a red rectangular border), 'Register as a Transmitter User (W2/1099 Bulk Filer)', and 'Maryland Sales and Use Tax Exemption Certificate Application'.

Home / New User Signup

Choose an option below:

- Register for a Maryland Tax Connect Account
- Register as a Government User
- Register a New Business
- Register as a Transmitter User (W2/1099 Bulk Filer)
- Maryland Sales and Use Tax Exemption Certificate Application



# Portal Terms of Use

Maryland Tax Connect Users must agree to the Portal Terms of Use. Review and select the checkbox stating you agree to the Terms & Conditions. Then click **Next** to continue.

The screenshot shows a web form titled "Register a New Business" with a breadcrumb "Businesses / Register a New Business". Below the title is a teal bar. The "Terms and Conditions" section is highlighted with a light grey background. It contains several paragraphs of text, including sections for "Privacy Protection", "Data Policy", "Modification or Termination of Service", and "Acceptance of Terms of Use". At the bottom of the terms section, there is a checkbox with a blue checkmark and an asterisk, followed by the text "I agree to the above Terms & Conditions". This checkbox is enclosed in a red rectangular box. Below the terms section are two buttons: "Cancel" on the left and "Next" on the right, both also enclosed in red rectangular boxes. A red asterisk with the text "\* indicates required field" is located in the top right corner of the terms section.



# Portal Terms of Use

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Review help text  on page for additional instructions and new business requirements.

## Help

Before you begin the online registration, please review some important [Instructions](#).

You must also have a federal employer identification number (FEIN) before you can register your business, unless you are a sole proprietorship and applying for a Sales and Use tax license only and do not have a FEIN. [Apply for a FEIN](#).

**You cannot use this online service to apply for a Sales and Use tax exemption certificate.** You must [download the paper version](#) to apply for the exemption.



# Contact Information

Enter your personal data. Fields marked with an \* are required. Check the **"I'm not a robot"** box and complete reCAPTCHA. Then hit **next** to continue.

Register a New Business - Contact Information ⓘ

Applicant(s) are required to complete mandatory fields.

Contact Information \* indicates required field

* First Name:	<input type="text" value="First name"/>	* Daytime Phone:	<input type="text" value="xxx xxx xxxx"/>
* Last Name:	<input type="text" value="Last name"/>	Extension:	<input type="text"/>
Job Title:	<input type="text"/>	Mobile Phone:	<input type="text" value="xxx xxx xxxx"/>
		* Email:	<input type="text" value="emailD@email.com"/>
		* Confirm Email:	<input type="text" value="emailD@email.com"/>

\*  I'm not a robot  reCAPTCHA  
Privacy - Terms



# Demographic Information

Enter business information. Fields marked with an \* are required. Once completed, move to next section.

Section A - Demographic Information and Account Registration

Progress 20%

Demographic Information \* indicates required field

All applicants must complete this section.

\* ID Type:

\* ID Value:

\* Entity Type:

\* Are you a Maryland Resident?:  Yes  No

Please Note: You cannot use a PO Box as a Physical Address

\* Is your Mailing Address and Physical Location the same?:  Yes  No

\* Would you like to add a Physical Location?  Yes  No  
(if different from mailing address):



# Reason for Applying

Select a reason from the options provided or use the **Other** field to describe your specific business activity. Click on the **Help Icon** for reason descriptions. Once completed, move to next section.

Reason for Applying

All applicants must complete this section. Only one value can be selected.

Add Account: 

New Business: 

Additional Location(s): 

Merger: 

Purchased Going Out of Business: 

Re-Activate/Re-open: 

Change of Entity: 

Remit Use Tax on Purchase(s): 

Reorganization: 

Other (describe):



# Account Registration

Select an **Account Type(s)** from the list provided. Once completed, move to next section.

Account Registration

All applicants must complete this section.

<u>Sales and Use tax:</u>	<input type="checkbox"/>
Maryland/CR Number if registered:	<input type="text"/>
<u>Employer Withholding tax:</u>	<input type="checkbox"/>
Maryland/CR Number if registered:	<input type="text"/>
<u>Unemployment Insurance:</u>	<input type="checkbox"/>
Maryland/CR Number if registered:	<input type="text"/>
<u>Transient Vendor License:</u>	<input type="checkbox"/>
Maryland/CR Number if registered:	<input type="text"/>
<u>Admissions and Amusement tax:</u>	<input type="checkbox"/>
Maryland/CR Number if registered:	<input type="text"/>



# Account Registration

Select an **Account Type(s)** from the list provided. Then provide **NAICS** code for business activity. Click on the **Help Icon** for resources. Once completed, move to next section.

Motor Fuel tax:   
Maryland/CR Number if registered:

Transportation Network Company:   
Maryland/CR Number if registered:

Tire Recycling Fee:   
Maryland/CR Number if registered:

Alcohol tax:   
Maryland/CR Number if registered:

Tobacco tax:   
Maryland/CR Number if registered:

Enter your NAICS Code that best describes the profit or nonprofit business activity that generates revenue.:  ?



# Cannabis

Complete Cannabis Section if you are reporting sales or purchases subject to 9% tax rate under [Senate Bill 516](#). Then click **Next** to continue.

## Cannabis

Describe for profit or nonprofit business activity that generates revenue.:

Specify the product manufactured and/or sold, or the type of service performed.:

Check this box if applicant has or will apply for any cannabis:  
Standard license;  
Micro license;  
Incubator space license;  
On-site cannabis consumption license;  
or is or will be an authorized cannabis delivery service.

Check this box (in addition to the box above) if applicant has or will apply for a cannabis dispensary or on-site cannabis consumption license.:

Clear

Continue



# Related Parties

Enter at least **two** owners, partners, corporate officers, trustees, or members related to the business. If you are registering as a Sole Proprietorship only **one** name is required. Then click **Save and Continue**.

Businesses / File an Application

## Related Parties

Progress 40%

\* indicates required field

### Related Parties

Iteration #	Last Name:	First Name:	SSN:	Title:	Home address:	Phone:

Showing 1 to 1 of 1 entries

[Add](#)

[Back](#) [Clear](#) [Save and Continue](#)



# Request Coupons

Applicants applying for the **specified tax types** have the option to select paper coupons. However, electronic coupons are strongly encouraged. Click the **Help Icon** for electronic filing options. Then click **Continue**.

Businesses / File an Application

## Section E - Request Coupons

Progress  80%

\* indicates required field

### Request Coupons

Complete this section to request paper coupons for Sales and Use tax, Withholding, and Admission and Amusement returns.

If you prefer instead to receive your future tax filing coupons by mail, check here:

[← Back](#) [Clear](#) [Continue](#)



# Signatory and Power of Attorney

Business Owner or Authorized Preparer must complete this section. Fields marked with an \* are required. Click the **Help Icon** for signatory and POA requirements. Then click **Upload** to attach POA documents or **Continue**.

Businesses / File an Application

## Section F - Signatory and Power of Attorney Information

Progress 90%

Signatory and Power of Attorney Information \* indicates required field

All applicants must complete this section.

Check here if a power of attorney form is attached:

\* Name:

\* Title:

\* Signature:  

### Upload Attachments

No Attachments uploaded for this document.

[← Back](#) [Clear](#) [Upload](#) [Continue](#)



# Summary Page

Applicant should review summary page to ensure the information entered is accurate. Then click **Continue**.

Businesses / File an Application

## Register a New Business - Summary Information ?

Progress 100%

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

**Please Note:** Allow a minimum of 72 hours for updates to be reflected on your Maryland Tax Connect account balance.

**Name:** Jane Doe  
**Title:** Owner  
**Signature:** Jane Doe

**PREPARER INFORMATION**

State Law requires a bond for all new businesses making retail sales. Bond amount can be paid now or you can send in your bond payment separately.

Cancel ← Back Print Continue



# Signature

Select **Yes** to acknowledge that you are authorized to submit CRA on behalf of entity. Otherwise select **No** to return to previous page.

Businesses / File an Application

## Register a New Business - Signature ?

Progress 100%

Upon knowledge of a possible penalty being incurred, I acknowledge that I am authorized to file this document online.  
Please select the "Yes" button if you agree. Select the "No" button to cancel the submission and go back to the previous page.



# Confirmation

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

[Businesses](#) / File an Application

## Register a New Business - Confirmation

Document was submitted successfully.

The confirmation number is: **FR0000000116**

Please print or save this number for future reference.

[Print](#)

[Return Home](#)



# Registration Confirmation Email

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After your business application is successfully submitted you will receive an acknowledgement email.

## Business Registration Submission



Portal\_TST\_Nonprod@marylandtaxes.gov

You've successfully completed your business registration for the state of Maryland.

The confirmation number for this transaction is: FR0000000268. Please print or save this for your records.



# WELCOME TO MARYLAND TAX CONNECT!

You have now successfully registered your Business on Maryland Tax Connect. For additional assistance email us at [MDTAXCONNECTHELP@marylandtaxes.gov](mailto:MDTAXCONNECTHELP@marylandtaxes.gov) or contact Taxpayer Services Monday-Friday, 8:30am-4:30pm. EDT at 1-800-638-2937 or 410-260-7980.