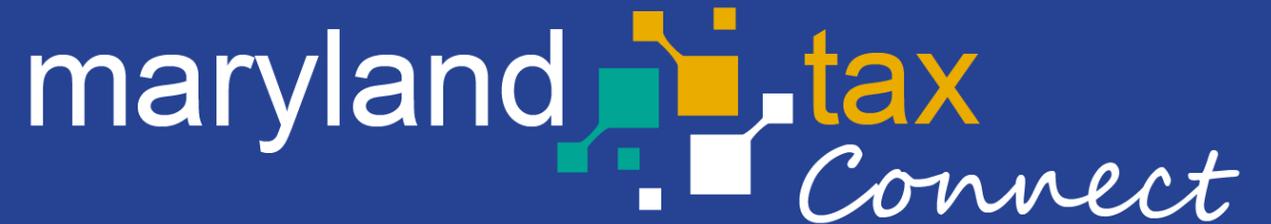


# Maryland Tax Connect

## Renewal Services Guide

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# Renewal Services

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The following pages outline the steps to submitting a Maryland State Tax Renewal Form. The **Renewal Services Guide can be used for following tax types** (*Motor Fuel, Slot Machines and Sales and Use Tax Exemption Certificates*).

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



# Maryland Tax Connect-Home Page

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

janedoe24

.....

I'm not a robot

reCAPTCHA  
Privacy - Terms

Log In

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

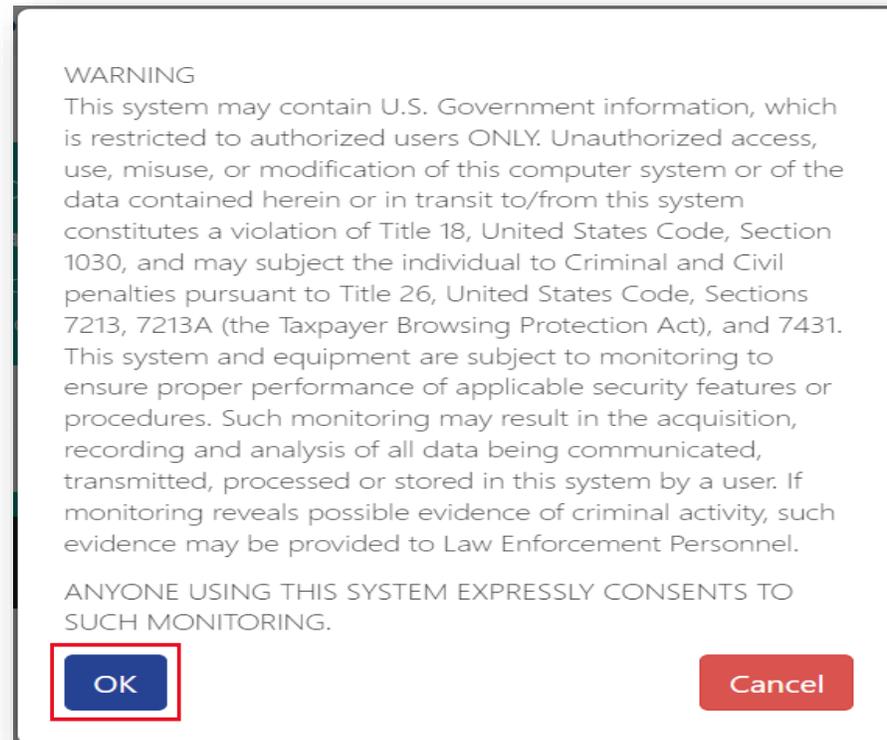
New to Maryland Tax Connect? [Sign Up](#)



# 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.



WARNING

This system may contain U.S. Government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel.

ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

**OK** Cancel



# Account-Home Page

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

The screenshot displays the 'Account-Home Page' with a navigation bar at the top containing: Home, Profile Information, Account Inquiry, File and Pay, Transmitter Transactions, and Secure Message Center. Below the navigation bar is a 'Service Requests' section.

The main content area is divided into three sections:

- Left Sidebar:** Contains a welcome message, a 'User Profile Summary' with contact information, and 'Account Information' for the 'PORTAL VERIFICATION ENTITY' at 45 CALVERT ST FL 4, ANNAPOLIS, MD 21401-1994 UNITED STATES. A red box highlights the 'Select an Account' button.
- Center:** Features a 'Tax Accounts' table with a red box around the header. The table has columns for Account Type, Account ID, Address, Last Activity Date, and Last Period Filed. It lists five entries for 'ADMINISTRATIVE/BOND' accounts with CRN: 35641957 and the same address. Below the table is a pagination control showing 'Showing 1 to 5 of 64 entries' and a page selector with '1' highlighted.
- Right:** An 'Account Balances' section with a green background and the text: 'This taxpayer has no outstanding debt.'



# My Profiles Page

Select the Tax Account from **My Profiles** page that you are submitting a **Renewal** on behalf of.

Home Profile Information Account Inquiry File and Pay Transmitter Transactions Secure Message Center Service Requests

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

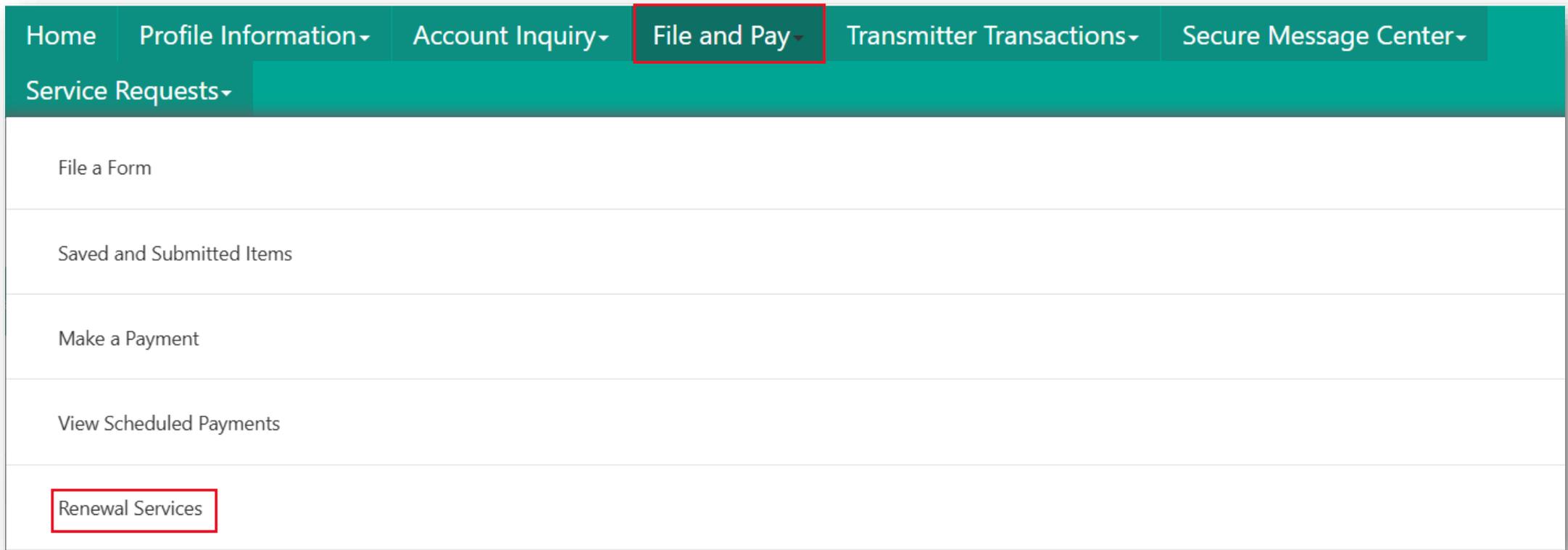
Showing 1 to 1 of 1 entries

⏪ ⏩ 1 ⏪ ⏩



# Renewal Services Page

From My Profile page select **File and Pay**. Then **Renewal Services** from the drop-down menu options.



The screenshot shows a navigation menu with the following items: Home, Profile Information, Account Inquiry, File and Pay, Transmitter Transactions, and Secure Message Center. The 'File and Pay' item is highlighted with a red box. Below it, a dropdown menu is open, listing the following options: Service Requests, File a Form, Saved and Submitted Items, Make a Payment, View Scheduled Payments, and Renewal Services. The 'Renewal Services' option is highlighted with a red box.



# Renewal Services Page

Review informational page text in the green box for License Renewals and Exemption Certificates. Complete all required fields then select **Next** to proceed.

Renewal Services ⓘ

Welcome to the **Maryland Tax Connect Renewal Services** page! You can use this page to renew your Maryland Tax Licenses or Exemption Certificates. The form information below has been prepopulated based on default account information. Use the drop-down menus to make alternative selections. The **Tax Form Instructions** are available on the next page. Click the **Next** button when you are ready to continue.

**License Renewals**

- Motor Fuel
- Slot Machine

**Exemption Certificate Renewals**

- Motor Fuel
- Sales and Use Tax

\* Indicates required field

* Type of Transaction:	License/Certificate Renewal
* Taxpayer Name:	PORTAL VERIFICATION ENTITY
* Account:	SALES AND USE TAX/SALES EX CHARITABLE EDUCATIONAL
* Account ID:	SUTEC: 31223812 LEGAL: PORTAL VERIFICATION ENTITY
* Form Type:	SUTEC202EC RENEWAL APPLICATION
* Period:	10/1/2022 - 9/30/2027

Next



# Complete Tax Form

Review Form/Return Header and verify **Taxpayer Information**. Then click **Next** to move to the subsequent tabs.

File and Pay / File a Form

**Complete the Form**

To complete this form, enter a value in the appropriate fields. Fields that are automatically calculated are greyed out and not fillable. Click the **Calculate** button to populate the calculated values. You must click the **Calculate** button before your return can be submitted.

*Click the Instructions to find the required documentation to attach.*

The address has been corrected to match mailing standards. Click edit to correct address or continue to proceed with the corrected address.

\* indicates required field

Instructions

**Form Header** SUTEC Renewal Attachments

**Taxpayer Information**

**Name:** PORTAL VERIFICATION ENTITY  
**Account:** SALES AND USE TAX/SALES EX CHARITABLE EDUCATIONAL  
**Account ID:** SUTEC: 31223812  
**Address:** 45 CALVERT ST FL 4  
ANNAPOLIS, MD 21401-1994  
UNITED STATES

**Form Information**

**Form Type:** SUTEC2022EC RENEWAL APPLICATION  
**Period Begin Date:** 10/01/2022  
**Period End Date:** 09/30/2027

Cancel

Print Save and Exit Save and Continue Calculate

**Next**



# Complete Tax Form

Select **SUTEC Renewal tab** and begin entering form data. **Note:** *Form tabs and fields will vary depending on tax type. (Ex: **Slot Machine and Motor Fuel** ).*

The screenshot displays a web-based form interface for SUTEC Renewal. At the top, there are three tabs: 'Return Header', 'SUTEC Renewal' (highlighted with a red box), and 'Attachments'. Below the tabs, there are two main sections, each with a teal header bar and a red box around the title:

- ORGANIZATION INFORMATION:** This section contains a table with the following fields:

Line #	Line Item	
	Name has Changed? Check box if yes.	<input type="checkbox"/>
	If Name Has Changed, Provide the Name Here	<input type="text"/>
- ORGANIZATION PHYSICAL ADDRESS:** This section contains a table with the following fields:

Line #	Line Item	
	Is Physical Address On File Correct? Check box if yes.	<input type="checkbox"/>
	If Physical Address Has Been Changed, Provide the Physical Address in the below lines	<input type="text"/>
	Physical Address 1	<input type="text"/>
	Physical Address 2	<input type="text"/>
	City	<input type="text"/>
	State	<input type="text"/>
	Zip	<input type="text"/>



# Complete Tax Form

Continue entering Form data and select **Calculate** to allow the system to auto-calculate restricted fields and apply specific Form rules.

ORGANIZATION MARYLAND DAT INFORMATION		
Line #	Line Item	
	Maryland DAT Dept. ID	<input type="text"/>
	Is your organization located in Maryland? Check box if yes.	<input type="checkbox"/>
	If no, select jurisdiction.	<input type="text"/>

ORGANIZATION NON-PROFIT CATEGORIZATION		
Line #	Line Item	
	Is Organization Religious? Check box if yes.	<input type="checkbox"/>
	Non-Profit Classification	<input type="text"/>
	Does the Organization Derive Its Non-Profit Status From A Parent Organization? Check box if yes.	<input type="checkbox"/>
	If Yes, Enter IRS Group Exemption Number	<input type="text"/>



# Complete Tax Form

Finish entering Form data then select **Next** to proceed to attachments page.

ORGANIZATION MAILING ADDRESS		
Line #	Line Item	
	Was the mailing address on the renewal letter sent out in May correct? Check box if yes.	<input checked="" type="checkbox"/>
	If Mailing Address Has Been Changed, Provide the Mailing Address in the below lines	
	Mailing Address 1	<input type="text"/>
	Mailing Address 2	<input type="text"/>
	City	<input type="text"/>
	State	MARYLAND <input type="text"/>
	Zip	<input type="text"/>

CONTACT INFORMATION		
Line #	Line Item	
	Name*	Jane Doe
	Title*	BoardMember <input type="text"/>
	Phone*	4102607980
	Email*	Portaltest@marylandtaxes.gov



# Attachments

Use **Attachments** tab to upload required documents (ex: 501C). Select **Add Files** then **Start Upload**. Select **Continue** to proceed.

Form Header   SUTEC Renewal   **Attachments**

Please attach any additional documents to be submitted with the return.

Maximum File Size:5MB  
Maximum number of attachments allowed: 6  
Allowable File Types: pdf, jpeg, jpg, .gif, .png, .xlsx, .xls, .doc, .docx, .csv, .xml, .zip, .txt

[+Add files...](#) [Start upload](#) [Cancel upload](#) [Delete](#)

	TP-Portal download.jpg	7.87 KB	* Attachment Type	SUPPORTING DOCUMENTS <input type="checkbox"/>	<a href="#">Delete</a> <input type="checkbox"/>
---	------------------------	---------	-------------------	---	---

Previously Uploaded Attachments

No Attachments uploaded for this return.

[Back](#)



# Summary Page

Review Form summary and click **Next**. Use the **Print** button to generate a PDF of Form.

## Summary Information ?

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

**Form Type:** SALES AND USE TAX EXEMPTION CERTIFICATE (SUTEC) RENEWAL APPLICATION

**Period End Date:** 09/30/2027

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

[← Back](#) [Print](#) [Next](#)



# Authorized Taxpayer Signature

---

Review the Maryland Tax Connect user acknowledgement statement. Select **Yes** to continue or **No** to return to previous page.

## 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



# 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 **FR0000001057**

Please print or save this number for future reference.

[Print](#)

[Return Home](#)



# Form PDF

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

**MARYLAND FORM 202EC MARYLAND SALES AND USE TAX EXEMPTION CERTIFICATE RENEWAL APPLICATION**

STEVE CORRESPONDENCE  
102 E. MAIN ST.  
SHARPSBURG MD 21,782.00

ACCT: 30000017

**Sales and Use Tax Exemption Certificate Renewal Application**

1. Your organization's federal exemption status:  §501(c)(3)  §501(c)(4)  §501(c)(19)  Other

IRS group exemption # \_\_\_\_\_ and FEIN \_\_\_\_\_

2. Is your organization located in Maryland? DAT Dept. ID \_\_\_\_\_  Yes  No  
If no, in which adjacent jurisdiction is your organization located? Select jurisdiction.  
 DC  PA  VA  WV  DE

**Required Attachments if applicable**

Copy of organization IRS determination letter. ....

Proof of Good Standing for adjacent jurisdiction where your organization is located .....

Changes to mailing or physical address -complete in space provided in instructions .....

If organization's name has changed - copy of amended Articles of Incorporation .....

UNDER PENALTIES OF PERJURY, I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Jane Doe \_\_\_\_\_ **Board Member**  
Print Name Signature Office Title

4102607980 \_\_\_\_\_  
Day Home Telephone number Date Federal Employer ID Number

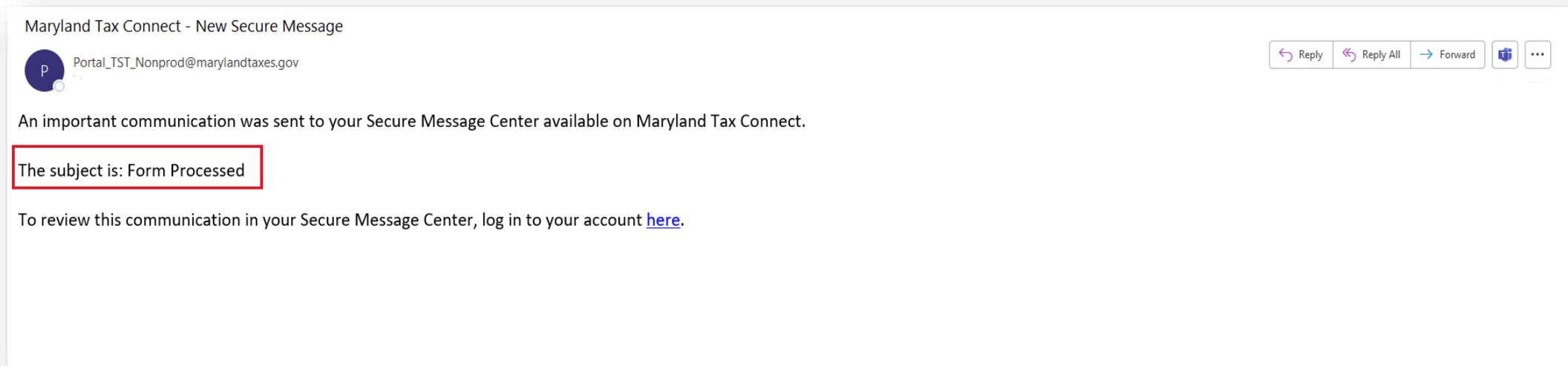
**MARYLAND FORM 202EC MARYLAND SALES AND USE TAX EXEMPTION CERTIFICATE RENEWAL APPLICATION INSTRUCTIONS**

- The Revenue Administration Division will reissue sales and use tax exemption certificates to non-profit organizations holding certificates expiring September 30, 2022. To renew your organization's exemption, **fully complete** the application and **promptly return**.
- This is the only notice you will receive. Failure to promptly return this application, may delay the issuance of your new certificate. **New certificates will not be mailed out until September of 2022.**
- Address change:  
Mailing Address - Line 1 (Street No. and Street Name) \_\_\_\_\_ Physical Address - Line 1 (Street No. and Street Name) \_\_\_\_\_  
Mailing Address - Line 2 (PO Box, Apt No., Suite No., Floor No.) \_\_\_\_\_ Physical Address - Line 2 (PO Box, Apt No., Suite No., Floor No.) \_\_\_\_\_  
City or Town \_\_\_\_\_ MD \_\_\_\_\_ State ZIP Code \_\_\_\_\_ City or Town \_\_\_\_\_ MD \_\_\_\_\_ State ZIP \_\_\_\_\_
- Mail your completed application and any required attachments to:  
**Comptroller of Maryland  
Revenue Administration Division  
P.O. Box 549 - SUTEC RENEWAL  
Annapolis, Maryland 21404-0549**  
If you have any questions regarding this application, please contact Taxpayer Services Division at 410-260-7980 or toll-free at 1-800-638-2937. You may also email [taxhelp@marylandtaxes.gov](mailto:taxhelp@marylandtaxes.gov).



# Confirmation Email

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



# WELCOME TO MARYLAND TAX CONNECT!

You have now successfully submitted a **Tax Renewal 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.