

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:** \_\_\_\_\_  
[ ] CHANGING ADDRESS [ ] ADDING ADDRESS [ ] DELETING ADDRESS

**ADDRESS WHERE NAME IS USED:** \_\_\_\_\_  
[ ] 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)

Revised: 6/2018



## 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. Unless expedited, 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. Only cash, checks or money order accepted for payment.
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, photocopy or carbon copy). 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 streetaddress.
5. **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.**
6. 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.

January 2016  
Revised: 6/2018