

**Cindy**

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**From:** epostcard@urban.org  
**Sent:** Monday, March 31, 2014 5:45 PM  
**To:** cindy@propropertyservices.com  
**Subject:** Form 990-N E-filing Receipt - IRS Status: Accepted

Organization: MARYLAND SUBURBAN CHAPTER OF NARPM INC  
EIN: 68-0503614  
Submission Type: Form 990-N  
Year: 2013  
Submission ID: 7800582014090ew27685  
e-File Postmark: 3/31/2014 5:39:10 PM  
Accepted Date: 3/31/2014

The IRS has accepted the e-Postcard described above. Please save this receipt for your records.

Thank you for filing.

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e-Postcard technical support  
Phone: 866-255-0654 (toll free)  
email: ePostcard@urban.org  
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MARYLAND SUBURBAN CHAPTER OF NARPM  
INC  
PO Box 389  
Myersville, MD 21773

**Personal Property Return As of January 1, 2014 Due April 15, 2014**STATE OF MARYLAND, DEPARTMENT OF ASSESSMENTS AND TAXATION, PERSONAL PROPERTY DIVISION  
301 West Preston Street, Room 801, Baltimore, Maryland 21201-2395 • www.dat.state.md.us • (410) 767-1170 • (888) 246-5941 within Maryland**2014****Form 1****Page 1 of 4**Date Received  
by DepartmentCHECK  
ONE

Type of Business	ID # Prefix	Filing Fee	Type of Business	ID # Prefix	Filing Fee
<input type="checkbox"/> Domestic Stock Corporation (D)		\$300	<input type="checkbox"/> Domestic Limited Liability Company (W)		\$300
<input type="checkbox"/> Foreign Stock Corporation (F)		\$300	<input type="checkbox"/> Foreign Limited Liability Company (Z)		\$300
<input checked="" type="checkbox"/> Domestic Non-Stock Corporation (D)		- 0 -	<input type="checkbox"/> Domestic Limited Partnership (M)		\$300
<input type="checkbox"/> Foreign Non-Stock Corporation (F)		- 0 -	<input type="checkbox"/> Foreign Limited Partnership (P)		\$300
<input type="checkbox"/> Foreign Insurance Corporation (F)		\$300	<input type="checkbox"/> Domestic Limited Liability Partnership (A)		\$300
<input type="checkbox"/> Foreign Interstate Corporation (F)		- 0 -	<input type="checkbox"/> Foreign Limited Liability Partnership (E)		\$300
<input type="checkbox"/> SDAT Certified Family Farm (A,D,M,W)		\$100	<input type="checkbox"/> Domestic Statutory Trust (B)		\$300
<input type="checkbox"/> Real Estate Investment Trust (D)		\$300	<input type="checkbox"/> Foreign Statutory Trust (S)		\$300



D04733465

04

NO FILING FEE

Name of  
Business  
Mailing  
AddressMake  
Address  
Corrections  
Here

MARYLAND-SUBURBAN CHAPTER OF THE NATIONAL  
 ASSOCIATION OF RESIDENTIAL PROPERTY MA  
 10079 VISTA COURT  
 MYERSVILLE MD 21773-8137

☐
  
**Check here  
if this is a  
change of  
address**

DEPARTMENT ID NUMBER		FEDERAL EMPLOYER IDENTIFICATION NUMBER	
ID#	<b>D</b> 0 4 7 3 3 4 6 5	6 8 - 0 5 0 3 6 1 4	
PREFIX			
DATE OF INCORPORATION OR FORMATION		STATE OF INCORPORATION OR FORMATION	FEDERAL PRINCIPAL BUSINESS CODE
			8 1 3 0 0 0
TRADING AS NAME		<input type="checkbox"/> Please check here if you do not want personal property forms mailed to you next year.	

**SECTION I**

- A. Is any business conducted in Maryland? Yes Date began: 07/11/1997  
(Yes or No)
- B. Nature of business conducted in Maryland: Meetings, Seminars-Professional Trade Association
- C. Does the business own, lease or use personal property located in Maryland? No If No, skip SECTION II.  
(Yes or No)

**ONLY CORPORATIONS COMPLETE ITEM D**

- D. Names and addresses of officers and names of directors (type or print):

OFFICERS	
Names	Addresses
President <u>Angela Brinkley-Morris</u>	<u>10079 Vista Ct. Myersville, MD 21773</u>
Vice-President <u>Glenn Lehman</u>	<u>2740 Penbrook Ave, Harrisburg, PA</u>
Secretary <u>Joan Lord</u>	<u>357 W Patrick St, Frederick, MD 21701</u>
Treasurer <u>Carole Van Mater</u>	<u>10079 Vista Ct, Myersville, MD 21773</u>

DIRECTORS	
Names	Names
<u>Harry Van Mater</u>	
<u>Suleman Hooda</u>	
<u>Susan Yinger</u>	
<u>John Crum</u>	

 INCLUDE DEPARTMENT ID NUMBER ON CHECK  
 PLEASE STAPLE CHECK HERE

 ID # PREFIX  
 0 4 7 3 3 4 6 5  
 Type or Print Department ID Number Here

**BUSINESS TANGIBLE PERSONAL PROPERTY LOCATED IN MARYLAND**

EACH QUESTION MUST BE ANSWERED—SEE INSTRUCTIONS

ROUND CENTS TO THE NEAREST WHOLE DOLLAR

**2014****Form 1**  
continued  
**Page 2 of 4****SECTION II**

- A. IMPORTANT:** Show exact location of all personal property owned and used in the State of Maryland, including county, town, and street address (PO Boxes are not acceptable). This assures proper distribution of assessments. If property is located in two or more jurisdictions, provide breakdown by locations by completing additional copies of Section II for each location.

10079 Vista Court, Myersville, MD 21773

(County)

Frederick

(Address, Number and Street)

(Zip Code)



Check here if this location has changed from the 2013 return.

(Incorporated Town)

Is the property located inside the limits of an incorporated town?

No

(Yes or No)

**Note:** If all of the personal property of this business is located entirely in the following exempt counties: Frederick, Garrett, Kent, Queen Anne's, or Talbot, you may be eligible to skip the remainder of Section II. Refer to Specific Instructions, Section II, A for more information.

- ① **Furniture, fixtures, tools, machinery and equipment not used for manufacturing or research and development.** State the original cost of the property by year of acquisition and category of property as described in the Depreciation Rate Chart on page 4. Include all fully depreciated property and property expensed under IRS rules.

Columns B through G require an explanation of the type of property being reported. Use the lines provided below. If additional space is needed, provide a supplemental schedule. Failure to explain the type of property will result in the property being treated as Category A property (see instructions for example). **Refer to the 2014 Depreciation Rate Chart on page 4 for computer equipment rates for categories B and D.**

ORIGINAL COST BY YEAR OF ACQUISITION								
	A	B	C	D	E	F	G	TOTAL COST
2013								0
2012								0
2011								0
2010								0
2009								0
2008								0
2007								0
2006 and prior								0
TOTAL COST COLUMNS A-G →								0

DESCRIBE **B** through **G** PROPERTY HERE:

- ② **Commercial Inventory.** Furnish an average of 12 monthly inventory values taken in Maryland during 2013 at cost or market value of merchandise and stock in trade. Include products manufactured by the business and held for retail sale and inventory held on consignment. (Do not include raw materials or supplies used in manufacturing.) Note: LIFO prohibited in computing inventory value.

Average Commercial Inventory

\$ NONE

Furnish from the latest Maryland Income Tax return:

Opening Inventory - date \_\_\_\_\_ amount \$ NONE

Closing Inventory - date \_\_\_\_\_ amount \$ NONE

**Note:** Businesses that need a Trader's License must report commercial inventory here.

- ③ **Supplies.** Furnish the average cost of consumable items not held for sale (e.g., contractor's supplies, office supplies, etc.).

Average Cost

\$ NONE

- ④ **Manufacturing/Research and Development (R&D) Inventory.** Furnish an average of 12 monthly inventory values taken in Maryland during 2013 at cost or market value of raw materials, supplies, goods in process and finished products used in and resulting from manufacturing/R&D by the business. (Do not include manufactured products held for retail sale.)

Average Manufacturing/R&amp;D Inventory

\$ NONE

Furnish from the latest Maryland Income Tax return:

Opening Inventory - date \_\_\_\_\_ amount \$ NONE

Closing Inventory - date \_\_\_\_\_ amount \$ NONE

2014

Form 1

continued

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- ⑤ **Tools, machinery and equipment used for manufacturing or research and development:** State the original cost of the property by year of acquisition. Include all fully depreciated property and property expensed under IRS rules. If this business is engaged in manufacturing / R&D, and is claiming such an exemption for the first time, a **manufacturing / R&D exemption application must be submitted on or before September 1, 2014** before an exemption can be granted. **See instruction 11 for exception.** Contact the Department or visit [www.dat.state.md.us](http://www.dat.state.md.us) for an application.

If the property is located in a taxable jurisdiction, a detailed schedule by depreciation category should be included to take advantage of higher depreciation allowances.

ORIGINAL COST BY YEAR OF ACQUISITION			
2013		2009	
2012		2008	
2011		2007	
2010		2006 and prior	

TOTAL COST \$ 0

- ⑥ **Vehicles with Interchangeable Registration** (dealer, recycler, finance company, **special mobile equipment**, and transporter plates) and unregistered vehicles should be reported here. See specific instructions.

ORIGINAL COST BY YEAR OF ACQUISITION			
2013		2011	
2012		2010 and prior	

TOTAL COST \$ 0

- ⑦ **Non-farming livestock** \$ \_\_\_\_\_ (Book Value) \$ \_\_\_\_\_ (Market Value)

- ⑧ **Other personal property** ..... Total Cost  
File separate schedule giving a description of property, original cost and the date of acquisition.

\$ NONE

- ⑨ **Property owned by others and used or held by the business** as lessee or otherwise. . . Total Cost  
File separate schedule showing names and addresses of owners, lease number, description of property, installation date and separate cost in each case.

\$ NONE

- ⑩ **Property owned by the business but used or held by others** as lessee or otherwise. . . Total Cost  
File separate schedule showing names and addresses of lessees, lease number, description of property, installation date and original cost by year of acquisition for each location. Schedule should group leases by county where the property is located. Manufacturer lessors should submit the retail selling price of the property not the manufacturing cost.

\$ NONE

### SECTION III This Section must be completed.

- A. Total Gross Sales, or amount of business transacted during 2013 in Maryland: \$ NONE  
If the business has sales in Maryland and does not report any personal property, explain how the business is conducted without personal property. If the business is using the personal property of another business, provide the name and address of that business.

- B. If the business operates on a fiscal year, state beginning and ending dates: \_\_\_\_\_  
C. If this is the business' first Maryland personal property return, state whether or not it succeeds an established business and give name: \_\_\_\_\_

- D. Does the business own any fully depreciated and/or expensed personal property located in Maryland? ☐ yes ☒ no  
If yes, is that property reported on this return? ☐ yes ☐ no  
E. Does the submitted balance sheet or depreciation schedule reflect personal property located outside of Maryland? ☐ yes ☒ no  
If yes, reconcile it with this return.  
F. Has the business disposed of assets or transferred assets in or out of Maryland during 2013? ☐ yes ☒ no If yes, complete Form 4C (Disposal and Transfer Reconciliation).

### • PLEASE READ "IMPORTANT REMINDERS" ON PAGE 4 BEFORE SIGNING •

I declare under the penalties of perjury, pursuant to Tax-Property Article 1-201 of the Annotated Code of Maryland, that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

NAME OF FIRM, OTHER THAN TAXPAYER, PREPARING THIS RETURN

X  
SIGNATURE OF PREPARER

DATE

( )  
PREPARER'S PHONE NUMBER

E-MAIL ADDRESS

Carole L. Van Mater, Treasurer

PRINT OR TYPE NAME OF CORPORATE OFFICER OR PRINCIPAL OF OTHER ENTITY TITLE

x Carole L. Van Mater  
SIGNATURE OF CORPORATE OFFICER OR PRINCIPAL

DATE

(301) 293-3635  
BUSINESS PHONE NUMBERcindy@propropertyservices.com  
E-MAIL ADDRESS

## MAILING INSTRUCTIONS

### Use the address below for:

- originally filed 2014 personal property returns.
- originally filed prior year returns.

State of Maryland  
Department of Assessments & Taxation  
Personal Property Division  
PO Box 17052  
Baltimore, Maryland 21297-1052

- Do **not** send Certified Mail to this PO Box.  
See box at right.

### Use the address below for:

- US Postal Service Certified Mail.
- all overnight delivery service mail.
- amended returns, correspondence, appeals, applications, etc.
- late filing penalty payments.

State of Maryland  
Department of Assessments & Taxation  
Personal Property Division  
301 W Preston St  
Baltimore, Maryland 21201-2395

# 2014

**Form 1**  
continued  
**Page 4 of 4**

## IMPORTANT REMINDERS

- Rules for 2014 personal property extensions:  
Internet extension requests are due by April 15, 2014 and are free of charge.  
Paper extension requests are due on or before March 15, 2014 and require a \$20 processing fee for each entity.
- The annual report filing fee is \$300 for most legal entities. Be sure to enclose the correct fee with the Form 1.
- Manufacturing/R&D application deadline is September 1, 2014. Exception for tax years beginning after June 30, 2009 - an exemption application may be filed within 6 months after the date of the first assessment notice for the taxable year that includes the manufacturing personal property. See instruction 11 for more information. A manufacturing exemption cannot be granted unless a timely application is filed. Once filed, no additional applications are required in subsequent years.
- Entities requesting a revised assessment due to other missed exemptions (vehicles, software, charitable organizations, etc.) must file that request within three years of the April 15th date the return was originally due.
- Do not prepay late filing penalties or pay personal property taxes to this Department.
- Business entities that require a Trader's License must report commercial inventory on line item ②.
- This return must be accompanied by Form 4A (Balance Sheet) or latest available balance sheet, and Form 4B (Depreciation Schedule), unless the business does not own any personal property in Maryland. All information on pages 2 and 3 of this report and supporting schedules are held confidential by the Department and are not available for public inspection. Page 1 is public record (Tax-Property Article 2-212).
- If you discontinued business prior to January 1, 2014, notify the Department immediately, stating to whom and the date all personal property was sold. If the business is sold on or after January 1, 2014 and before July 1, 2014, submit statement of sale, including value of personal property, date of sale, name and address of the buyer on or before October 1, 2014.
- File the pre-addressed return to ensure proper posting to your account.
- This return must be signed by an officer or principal of the business.
- Make check for filing fee payable to Department of Assessments and Taxation. Place the Department ID number on the check.
- Place the Department ID number on page 1 if the pre-addressed return is not used.

## LATE FILING PENALTY

### DO NOT PAY PENALTIES AT TIME OF FILING RETURN

- A business which files an annual return postmarked after the due date of April 15, 2014 will receive an initial penalty of 1/10 of one-percent of the county assessment, plus interest at the rate of two percent of the initial penalty amount for each 30 days or part thereof that the return is late.
- Businesses which fail to file this report will receive estimated assessments which will be twice the estimated value of the personal property owned.

## DEPRECIATION RATE CHART FOR 2013 RETURNS

### STANDARD DEPRECIATION RATE

#### Category A: 10% per annum\*

All property not specifically listed below.

SPECIAL DEPRECIATION RATES (The rates below apply only to the items specifically listed. Use Category A for other assets.)

#### Category B: 20% per annum\*

Mainframe computers originally costing \$500,000 or more.

#### Category C: 20% per annum\*

Autos (unlicensed), bowling alley equipment, brain scanners, carwash equipment, contractor's heavy equipment (tractors, bulldozers), fax machines, hotel, motel, hospital and nursing home furniture and fixtures (room and lobby), MRI equipment, mobile telephones, model home furnishings, music boxes, outdoor Christmas decorations, outdoor theatre equipment, photocopy equipment, radio and T.V. transmitting equipment, rental pagers, rental soda fountain equipment, self-service laundry equipment, stevedore equipment, theatre seats, trucks (unlicensed), vending machines, x-ray equipment.

#### Category D: 30% per annum\*\*

Data processing equipment, canned software.

#### Category E: 33 1/3% per annum\*

Blinds, carpets, drapes, shades. The following applies to equipment rental companies only: rental stereo and radio equipment, rental televisions, rental video cassette recorders and rental DVDs and video tapes.

#### Category F: 50% per annum\*

Pinball machines, rental tuxedos, rental uniforms, video games.

#### Category G: 5% per annum\*

Boats, ships, vessels, (over 100 feet).

#### Long-lived assets

Property determined by the Department to have an expected life in excess of 10 years at the time of acquisition shall be depreciated at an annual rate as determined by the Department.

\* Subject to a minimum assessment of 25% of the original cost.

\*\* Subject to a minimum assessment of 10% of the original cost.

### DATE OF ASSESSMENT NOTIFICATION

### OFFICE USE ONLY



# Balance Sheet

2014

Form 4A

Name of Business Maryland Suburban Chapter NARPM

Department ID Number D 4 7 3 3 4 6 5

	Beginning of Period			End of Period		
	01 / 01 / 2013			12 / 31 / 2013		
	month	day	year	month	day	year
	WITHIN MARYLAND	TOTAL*		WITHIN MARYLAND	TOTAL*	
<b>ASSETS</b>						
<b>CURRENT ASSETS</b>						
1. Cash	3631.65				3119.61	
2. Marketable Securities						
3. Accounts Receivable						
4. Inventory						
5. Other Current Assets						
<b>PROPERTY, PLANT AND EQUIPMENT</b>						
6. Land						
7. Buildings						
8. Leasehold Improvements						
9. Equipment						
10. SUBTOTAL Property, Plant and Equipment						
11. Accumulated Depreciation						
12. Net Property, Plant and Equipment						
<b>INTANGIBLE AND OTHER ASSETS</b>						
13. Intangible						
14. Other (provide schedule)						
15. TOTAL ASSETS	3631.65				3119.61	
<b>LIABILITIES AND EQUITY</b>						
<b>CURRENT LIABILITIES</b>						
16. Accounts Payable						
17. Other Current Liabilities						
<b>LONG TERM LIABILITIES AND EQUITY</b>						
18. Mortgage, Notes, Bonds Payable						
19. Other Long Term Liabilities						
20. Capital Stock						
21. Paid in or Capital Surplus <sup>Opening</sup> Balance	701.00				701.00	
22. Retained Earnings	2968.62				2930.65	
23. Other Net Income	-37.97				-512.04	
24. TOTAL LIABILITIES AND EQUITY	3631.65				3119.61	

\*Omit TOTAL columns when all assets are located in Maryland.

5:45 PM  
03/31/14  
Cash Basis

**NARPM-MD Suburban Chapter**  
**Balance Sheet**  
**As of December 31, 2013**

	<u>Dec 31, 13</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
MV Bank-NARPM #20130019	3,119.61
Total Checking/Savings	<u>3,119.61</u>
Total Current Assets	<u>3,119.61</u>
<b>TOTAL ASSETS</b>	<u><u>3,119.61</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Bal Equity	701.00
Retained Earnings	2,930.65
Net Income	<u>-512.04</u>
Total Equity	<u>3,119.61</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,119.61</u></u>