

CITY OF BALTIMORE

Brandon M. Scott
Mayor



DEPARTMENT OF FINANCE BUREAU OF REVENUE COLLECTIONS

Abel Wolman Municipal Building
Baltimore, Maryland 21202

December 20, 2021

Dear Business License Account Customers,

We are writing to inform you that we are making significant improvements to our existing Business License process. One of the changes includes the transference of existing Business License account information to a new Accounting database, called MUNIS.

MUNIS allows customers to create online payment profile accounts to upload their Business License Applications as well as pay their associated license fees online. Additionally, MUNIS will improve the tracking history of Business License customer account information such as email addresses, additional point of contact(s), Trader's License information, correspondence(s) with BRC staff regarding accounts, etc. Compared to previous Business License invoice statements, MUNIS will now include any late fee assessments directly on the invoice. Therefore, Business License customers will have more accurate invoices based on information provided and verified from your business license application, relevant supplemental documentation, State of Maryland Assessment & Taxation (SDAT) website, and Maryland Courthouse Records.

Starting with your 2022 Business License, all Business License customers will be issued a new Account ID number. No longer will any Business License accounts begin with a designated letter reflecting your Business License Type. However, these new

Account ID numbers will still be connected to your existing Business License number. Also, we will send future correspondence of your new Account ID number, as well as directives on linking your new Miscellaneous Tax Account number online, no later than January 2022.

Conversely, if you have any unresolved issues with one or more prior Business License years, please contact us immediately. *Again, you are still required to submit a Business License Application in accordance with Baltimore City Code Articles 2, 15, and/or 28 as it applies directly to your Business License.*

If you have any questions or concerns, feel free to contact Miscellaneous Tax and Business License Unit, at 410-361-9691 or COBBusinessLicense@baltimorecity.gov