



DEPARTMENT OF FINANCE - BUREAU OF REVENUE COLLECTIONS
Amusement Devices/Simulated Slot Machines Registration Form
Miscellaneous Tax and Licensing Unit
200 Holliday Street – Room 3
Baltimore, Maryland 21202

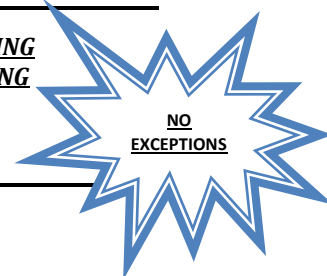
CITY OF BALTIMORE

(410) 361-9690/COBBusinessLicense@baltimorecity.gov

AMUSEMENT DEVICES/SIMULATED SLOT MACHINES REGISTRATION FORM

20 _____

*****IT IS IMPERATIVE THAT ALL DOCUMENTATION IS SUBMITTED ALONG WITH THIS FORM. ANY MISSING DOCUMENTATION WILL BE CONSIDERED INCOMPLETE, WHICH COULD RESULT IN YOUR LICENSE BEING DELAYED OR DENIED. IF THE REQUIRED DOCUMENTS INCL. AMUSEMENT/SIMULATED SLOTS TAXES & FEES ARE NOT SUBMITTED IN A TIMELY MANNER, PENALTY AND INTEREST WILL BE ASSESSED*****



Dear Amusement Devices/Simulated Slot Machines Applicant:

To register/amend (add or remove)/transfer/exchange any of your Amusement Devices or Simulated Slot Machines, you shall complete the Amusement Devices/Simulated Slots Registration Form in its entirety.

Applicant cannot combine the registration of Amusement Devices and Simulated Slots on the same Amusement Devices/Simulated Slots Registration Form as each registration type will have a different associated account number.

This form shall be completed and submitted along with your completed Amusement Devices Registration Tax & License and/or Simulated Slot Machines Tax & Registration License Applications. If not, the registration process could be subjected to delay and/or denial.

The owner of any amusement device that is located in the City must register that device with the Director (of Finance). The registration must be made in the form that the Director requires. In addition to any other information that the Director requires, the registration must include:(i) the name, address, and telephone number of the owner; (ii) the name, address, and telephone number of any lessee or other person who possesses the device; and (iii) a description of the device (***Baltimore City Code Article 2, Subtitle 13b***).

If an applicant has to amend (add or remove), transfer, or exchange any registered device (Amusement Device and/or Simulated Slot Machine), the applicant will only need to complete the Amusement Devices/Simulated Slots Registration to update their newly registered device information.

The owner must report to the Director, within 30 days of the event: (1) any newly acquired amusement devices; (2) the transfer of ownership or location of any registered amusement device; and (3) any other change in the registration information provided (***Baltimore City Code Article 2, Subtitle 13c***).

A device may be transferred to another licensee or to another location on:(1) approval from the Director; and (2) payment of the required transfer fee (***Baltimore City Code Article 2, Subtitle 12d***).

The fee for a transfer of a licensed device is \$10(***Baltimore City Code Article 2, Subtitle 15(a3)***).

The annual fee or tax for less than a full initial year is prorated quarterly (**Baltimore City Code Article 2, Subtitle 15c**)

The license for each amusement device must be: (1) securely affixed to the device; or (2) prominently displayed on the premises (**Baltimore City Code Article 2, Subtitle 16**)

If an amusement device (including simulated slot) is operated without a license or registration required by this subtitle, the Director shall issue a written order to the proprietor or other person in charge of the premises to: (1) immediately render the device inoperable; and (2) within 5 working days of the order: (i) obtain the required license or registration; or (ii) remove the device from the premises (**Baltimore City Code Article 2, Subtitle 18a**)

Additionally, your business must be registered and in **Good Standing** with the State of Maryland Assessment and Taxation (SDAT) Office for all Personal Property related tax assessment(s). **Please note that SDAT requires all business entities conducting business in the State of Maryland to be registered. Therefore, Department of Finance will no longer accept SDAT numbers starting with "T" (Trade Name) as acceptable SDAT# for all licenses.**

All business owners are required to provide a SDAT# associated with their business entity type, i.e. "L" for Sole Proprietorship, etc. For more information, please visit <https://egov.maryland.gov/BusinessExpress/EntitySearch>

Per Department of Finance's policy, all licenses shall be publicly displayed and visible at the time of inspection by Baltimore City License Inspectors. Failure to have the licenses posted at the actual device(s) on-site may result in a violation against the business owner(s).

A penalty of 10% and interest at the rate of 1% per month or fraction thereof shall be due on all licenses not obtained or renewed if application is not postmarked by licensee's expiration date.

All checks must be payable to: Director of Finance and mailed to the address below, along with the completed form along with the appropriate Registration Tax & License Application(s) and other required supplemental documents. **Be sure to reference the account number on the check (or money order) and/or account invoice remittance.**

**City of Baltimore
Bureau of Revenue Collections
200 Holliday Street, Room 3
Baltimore, MD 21202**

**ATTN: Amusement Devices Registration Tax & License Application or
Simulated Slot Machine Registration Tax & License Application**

We are not responsible for any lateness or incomplete renewal requests.

For additional information or questions, please call our Miscellaneous Tax/License Unit at (410) 361-9690.

Sincerely,
Miscellaneous Tax/License Unit
Enclosure



Department of Finance – Bureau of Revenue Collections
 Amusement Devices/Simulated Slot Machines Registration Form
 Miscellaneous Tax and Licensing Unit
 200 Holliday Street – Room 3
 Baltimore, Maryland 21202
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CITY OF BALTIMORE

Instructions: Print (or type) legibly in all fields/sections as indicated. Fields/Sections marked with a red asterisk (*) is required; therefore, they must be completed by applicant. **This form must be used in conjunction with an Amusement Devices Registration Tax & License Application or Simulated Slot Machine Registration Tax & License Application.**

AMUSEMENT DEVICE(S)/SIMULATED SLOT MACHINE(S) REGISTRATION FOR*: 20 __

APPLICANT'S ACCOUNT NUMBER: _____ ADDRESS OF BUSINESS LOCATION*: _____

PLEASE CHECK ONE BOX ONLY*:

- AMUSEMENT DEVICE ANNUAL NEW/RENEWAL SIMULATED SLOT MACHINE ANNUAL NEW/RENEWAL
 AMUSEMENT DEVICE(S) AMENDMENT (ADDITION, REMOVAL, EXCHANGE, TRANSFER)
 SIMULATED SLOT MACHINE(S) AMENDMENT (ADDITION, REMOVAL, EXCHANGE, TRANSFER)

IF AN AMENDMENT TO ORIGINAL ANNUAL REGISTRATION, INDICATE QUARTER THAT CHANGE OCCURRED:

- QUARTER 1 (JAN 1ST-MAR 31ST)
 QUARTER 2 (APR 1ST-JUN 30TH)
 QUARTER 3 (JUL 1ST-SEPT 30TH)
 QUARTER 4 (OCT 1ST-DEC 31ST)

AMUSEMENT DEVICES/SIMULATED SLOT MACHINE(S) REGISTRATION* (NOTE: DEVICE ALSO REFERS TO MACHINE FROM THIS POINT FWD)

BUSINESS NAME OF DEVICE LOCATION	ADDRESS OF DEVICE LOCATION (STREET & ZIP)	CONTACT NUMBER	TYPE/DESCRIPTION OF DEVICE	DEVICE SERIAL#	MONTH/YR (DEVICE PLACED)	IF AN AMENDED DEVICE, USE SCALE*
EX: HENRY'S BAR	123 MAIN ST, 21202	410-555-5555	CHERRY PICKER	1A1A1A1A	01/2022	A

FOR AMENDED DEVICE COLUMN, ENTER "A" (ADDITION), "R" (REMOVAL). FOR "E" (EXCHANGE), "T" (TRANSFER) DEVICES, SEE REVERSE SIDE

IF ADDITIONAL PAGES REQUIRED, MAKE COPIES & INDICATE THE NUMBER OF PAGES USED. PAGE__ OF __

FOR EXCHANGED OR TRANSFERRED DEVICES ONLY

EXCHANGED DEVICES OR TRANSFERRED "FROM" LOCATION:

"FROM" BUSINESS NAME OF DEVICE LOCATION	"FROM" ADDRESS OF DEVICE LOCATION (STREET & ZIP)	CONTACT NUMBER	TYPE/DESCRIPTION OF DEVICE	DEVICE SERIAL#	MONTH/DAY/YR (DEVICE REMOVED)	ENTER "T" (TRANSFERRED) "E" (EXCHANGED) BELOW
EX: HENRY'S BAR	123 MAIN ST, 21202	410-555-5555	CHERRY PICKER	1A1A1A1A	04/30/2022	T
EX: SUSAN'S SALON	789 HAPPY AVE, 21202	410-777-7777	FRUIT MASTER	1B1B1BA	04/30/2022	E

REPLACED DEVICES OR TRANSFERRED "TO" LOCATION:

"TO" BUSINESS NAME OF DEVICE LOCATION	"TO" ADDRESS OF DEVICE LOCATION (STREET & ZIP)	CONTACT NUMBER	TYPE/DESCRIPTION OF DEVICE	DEVICE SERIAL#	MONTH/DAY/YR (DEVICE PLACED)	IF TRANSFERRED DEVICE, ENTER \$10.00 BELOW
EX: JOHNNY'S BAR	456 MAIN ST, 21202	410-556-5556	CHERRY PICKER	1A1A1A1A	05/01/2022	\$10.00
EX: SUSAN'S SALON	789 HAPPY AVE, 21202	410-777-7777	FRUIT MASTER	1C1C1CD	04/30/2022	N/A

REMITTANCE OF AMENDED (ADDED OR REMOVED) OR TRANSFERRED DEVICES FEES ONLY

TOTAL NUMBER OF TRANSFERRED DEVICES: _____

TOTAL NUMBER OF ADDED OR REMOVED AMUSEMENT DEVICES/SIMULATED SLOT MACHINES:

PREVIOUS NO. OF REGISTERED DEVICES	TOTAL NO. OF ADDED (+) DEVICES	NEW NO. OF REGISTERED DEVICES

PREVIOUS NO. OF REGISTERED DEVICES	TOTAL NO. OF REMOVED (-) DEVICES	NEW NO. OF REGISTERED DEVICES

TOTAL REMITTANCE AMOUNT OF ALL DEVICES (CALCULATED BY LICENSING UNIT): \$ _____

I, the Business Owner, the Vendor, or Agent/Operator Representative, certifies that the information provided is accurate to the best of my knowledge. I assume responsibility in remitting the City of Baltimore's Amusement Devices/Simulated Slot Machines Registration Form, thereby, registering all devices applicable for licensure as required by Baltimore City Code, submitted and/or previously submitted the applicable Annual Device Registration Tax & License Application, its associated documentation(s), and payment of all applicable registration taxes and licensing fees.

Signature*: _____

Date*: _____

DO NOT WRITE BELOW THIS LINE—FOR BUREAU OF REVENUE COLLECTIONS/MISC TAXES & LICENSING OFFICE USE ONLY

Date Received & Initials:	Date Approved & Initials:	Date Denied & Initials:
Date Reviewed & Initials:	Date Issued License & Initials:	Date License Revoked & Initials: