



DEPARTMENT OF FINANCE - BUREAU OF REVENUE COLLECTIONS
 Amusement Devices Registration Tax & License Application
 Miscellaneous Tax and Licensing Unit
 200 Holliday Street – Room 3
 Baltimore, Maryland 21202

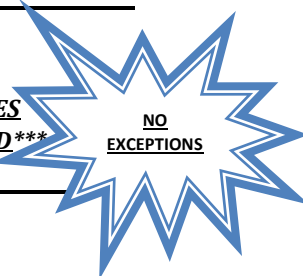
CITY OF BALTIMORE

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

AMUSEMENT DEVICES REGISTRATION TAX & LICENSE APPLICATION

20 _____

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



Dear Amusement Devices Applicant:

Your current Amusement Devices Registration Tax & License will expire on _____.

To renew your Amusement Devices Registration Tax & License, please complete the Amusement Devices Registration Tax & License Application in its entirety. No person may permit any amusement device on his, her, or its premises to be used by the public unless the person first obtains from the Director a license for that device. **(Baltimore City Code Article 15, Subtitle 2-12a(1)).**

“Amusement device” means any electronic or mechanical device that is designed to provide amusement or entertainment and for which a fee is charged to operate or use and includes any of the following for which a fee is charged to operate or use: (i) video or electronic game; (ii) computer console or Internet connection; (iii) pinball or console machine; (iv) bowling or shuffleboard machine; (v) pool table or pool table; (vi) target machine; (vii) baseball machine; (viii) riding device; (ix) claw machine, digger, or rotary merchandiser; (x) jukebox or other music player; (xi) player piano; (xii) peep show device; or (xiii) similar device. Does not include (i) a bona fide vending machine that does not incorporate an amusement or entertainment feature; or (ii) a video lottery terminal licensed by the State under State Government Article, Title 9, Subtitle 1A **(Baltimore City Code Article 2 Subtitle 11(b(1)-b(3))**

The application for a license must be in the form that the Director requires. In addition to any other information that the Director requires, the application must include: (i) the name, address, and telephone number of the applicant; (ii) a description of the device or devices; (iii) the location of the device or devices; and (iv) the name, address, and telephone number of the owner of the device or devices **(Baltimore City Code Article 2, Subtitle 12c).**

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 owner of any amusement device that is located in the City must register that device with the Director (of Finance). The owner/applicant shall complete the **Amusement Devices/Simulated Slots Registration form** to register or modified any new or registered Amusement Devices. Applicants can refer to **Baltimore City Code Article 2, Subtitle 13b-c** for full explanation of device registration requirements.

The Amusement Devices fees and taxes include: (1) Annual License Fee of \$180 per device; and (2) Annual Registration Tax of \$200 plus \$50 per device. The fee for a transfer of a licensed device is \$10. Also, the annual fee or tax for less than a full initial year is prorated quarterly (**Baltimore City Code Article 2, Subtitles 15a(1), 15a(3), 15b(2), and 15c**).

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 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 special-event parking lot location 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 application and 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**

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 Registration Tax & License Application
 Miscellaneous Tax and Licensing Unit
 200 Holliday Street – Room 3
 Baltimore, Maryland 21202
 (410) 361-9690/COBBusinessLicense@baltimorecity.gov

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.

AMUSEMENT DEVICES REGISTRATION TAX & LICENSE FOR*: 20 ____

PLEASE CHECK ONE BOX ONLY*: NEW APPLICATION RENEWAL APPLICATION INFORMATION CHANGE

APPLICANT'S AMUSEMENT DEVICES ACCOUNT NUMBER*: _____

ADDRESS OF BUSINESS LOCATION*: _____

BUSINESS LOCATION IS*: IN BALTIMORE CITY OUTSIDE OF BALTIMORE CITY

AMUSEMENT DEVICES REGISTRATION FEES

1. ENTER THE TOTAL NUMBER OF EACH REGISTERED AMUSEMENT DEVICE TYPE IN THE BLANK BELOW*:

BASEBALL MACHINE	_____	JUKEBOX OR OTHER MUSIC PLAYER	_____	POOL TABLE OR POOLETTE	_____
BOWLING OR SHUFFLEBOARD MACHINE	_____	PEEP SHOW DEVICE	_____	RIDING DEVICE	_____
CLAW MACHINE, DIGGER, OR ROTARY MERCHANDISER	_____	PINBALL OR CONSOLE MACHINE	_____	TARGET MACHINE	_____
COMPUTER CONSOLE OR INTERNET CONNECTION	_____	PLAYER PIANO	_____	VIDEO OR ELECTRONIC GAME	_____

2. ADD THE TOTAL NO. OF REGISTERED/LICENSED AMUSEMENT DEVICES (from #1)*= _____

3. CALCULATE THE TOTAL AMUSEMENT DEVICES REGISTRATION TAX & LICENSE FEES DUE*:

DESCRIPTIONS OF REQUIRED TAX AND FEE	Enter No. of Devices from #2 in Blanks Below	ENTER TOTAL DEVICE AMOUNT FROM PREVIOUS COLUMN
ANNUAL LICENSE FEE. ENTER TOTAL NO. OF DEVICES (from#2) IN THE BLANK*	__ x \$180	\$ _____
ANNUAL REGISTRATION TAX FEE ^A . STANDARD \$200 FEE*		\$200.00
REGISTRATION UNIT FEE ^A . ENTER TOTAL NO. OF DEVICES (from#2) IN THE BLANK*	__ x \$50	\$ _____
TOTAL AMUSEMENT DEVICES LICENSE FEE & REGISTRATION TAX REMITTED*	(Add all Taxes & Fees Total-this column →)	\$ _____

^AThe Required Amusement Devices Registration Tax is assessed at \$200 plus \$50 for each amusement device pursuant to Baltimore City Code Article 15 Subtitle 2 para3

AMUSEMENT DEVICES APPLICANT'S REGISTRATION & OTHER INFORMATION

Please note that State of Maryland Assessment and Taxation requires all business entities conducting business in the State of Maryland to be registered. Therefore, we will no longer accept SDAT numbers starting with "T" (Trade Name) as acceptable SDAT# for all licenses. Applicants are required to provide a SDAT# associated with their business entity type, i.e., "L" for Sole Proprietorship, etc. For more information, visit <https://egov.maryland.gov/BusinessExpress/EntitySearch>

Applicant's Name*: _____

The Applicant is*: Business Owner (of Baltimore City Location) Agent/Operator of Business Owner

Amusement Device Vendor Agent/Operator of Amusement Device Vendor

Registered Business Entity/Name (as Registered w. SDAT) *: _____

MD SDAT ID# (<https://egov.maryland.gov/BusinessExpress/EntitySearch>)*: _____

DBA (Doing Business As) Name*: _____

Business Mailing Address*: _____

City, State, Zip Code*: _____

Business Owner(s) Name*: _____

Business Owner's Email Address*:

Alternative Email Address:

Business Owner's Contact Phone*: _____ Alternate Contact Phone: _____

BUSINESS OWNER'S ESTABLISHMENT INFORMATION

IF APPLICANT IS THE BUSINESS OWNER OF BALTIMORE CITY LOCATION (OR AGENT/OPERATOR REPRESENTATIVE OF BUSINESS OWNER):

A. CONFIRM DAYS & HOURS OF OPERATIONS (check all that apply)*:

- MONDAY HOURS: _____ TUESDAY HOURS: _____
 WEDNESDAY HOURS: _____ THURSDAY HOURS: _____
 FRIDAY HOURS: _____ SATURDAY HOURS: _____
 SUNDAY HOURS: _____

B. THE LOCATION OPERATES*: YEAR-ROUND SEASONAL

C. AT THE LOCATION, FOOD IS SERVED*: PRE-PACKAGED PREPARED VENDING MACHINE

OTHER: _____

D. ENVIRONMENTAL HEALTH PERMIT NUMBER*: _____ **EXP. DATE*:** _____

E. TRADER'S LICENSE NUMBER*: _____ **EXP. DATE*:** _____

F. ANNUAL FIRE PREVENTION PERMIT NUMBER*: _____ **EXP. DATE*:** _____

The Director of Finance/Department of Finance requires additional documentation for all Amusement Devices Registration Tax & Licenses. Therefore, I, the Business Owner, Amusement Devices Vendor, (or its Agent/Operator representative of Business Owner or Vendor) certifies that I have enclosed the following for registration & license approval (check all applicable boxes)*:

- Completed Amusement Devices Registration Tax & License Application*
 Completed Amusement Devices/Simulated Slots Devices Registration Form*
 Copy of Environmental Health Permit, if applicable*
 Copy of Trader's License, if applicable*
 Copy of Annual Fire Prevention Permit, if applicable*

I, the Business Owner, the Amusement Devices 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 Registration Tax & License Application, its associated documentation(s), and payment of all 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: