

CITY OF BALTIMORE

Brandon M. Scott
Mayor



DEPARTMENT OF FINANCE
BUREAU OF REVENUE COLLECTIONS

Abel Wolman Municipal Building
Baltimore, Maryland 21202

December 15, 2021

Dear Retail Business District License (RBDL) Customers,

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

MUNIS allows customers to create online payment profile accounts as well as pay their annual RBDL fees online. Additionally, MUNIS will improve the tracking history of RBDL customer account information such as email addresses, additional point of contact(s), correspondence(s) with BRC staff regarding accounts, etc. Compared to previous RBDL invoice statements, MUNIS will now include any late fee assessments directly on the invoice. Therefore, RBDL customers will have more accurate invoices based on information received from Baltimore Development Corporation (BDC), your District President, and State of Maryland Assessment & Taxation (SDAT) website.

Starting with your 2022 RBDL invoice, all RBDL customers will be issued a new Account ID number. No longer will any RBDL accounts begin with the letter "R". Unfortunately, these transitional efforts to execute the new process has not been as swift as anticipated. Therefore, the 2022 RBDL invoices will be mailed no later than December 22, 2021.

The updated *Baltimore City Code Article 14 Subtitle 11* approved June 10, 2020, extends the application of penalty and interest to 30 days after the annual due date of January 1st. This means customers can pay their annual RBDL fee up until January 31st without the application of penalty and interest. Unfortunately, the online payment portal is not operational, therefore, all 2022 RBDL invoices will have to be mailed or paid in-person at 200 Holliday Street, Abel Wolman Municipal Building. Note that the postmark date of all mailed 2022 RBDL payments will be posted as the actual payment date to your account.

Subsequently, with the transference to the new MUNIS database, we are eliminating the use of the City Dynamics database as the primary management of all RBDL accounts. This also means that we have transferred any existing open balances dating back to the 2019 RBDL fiscal year to their respective RBDL accounts. These include any unpaid invoices dated December 1, 2018 (2019 RBDL) to September 30, 2021 (2021 RBDL). If you have been the RBDL account holder during these time periods and have an unpaid RBDL invoice(s), you will receive an open RBDL balance invoice, dated October 30, 2021, enclosed with this notification letter.

If you have received such an invoice, feel free to contact the following individuals if you have any questions or concerns:

- Ms. Kibibi Conner at Bureau of Revenue Collections (BRC),
kibibi.conner@baltimorecity.gov or 443-984-4051
- Ms. Kate Howard (BDC), khoward@baltimoredevelopment.com or 410-837-9305

Per *Baltimore City Code Article 14 Subtitle 11 (Retail Business Districts) para 11-11*, all unpaid RBDL invoices are subject to a civil penalty of 10% of the (RBDL) fee and interest at the rate of 1% interest per month or a fraction thereof.

To ensure that we have the most accurate, up-to-date account information, we request that you use the appropriate link below to complete the informational RBDL survey online: <https://forms.office.com/g/zVHQ0yV1Zc>

Additionally, you have the option to complete the enclosed survey and return it to:

City of Baltimore
Bureau of Revenue Collections
200 Holliday Street, Rm. 7
Baltimore, MD 21202
ATTN: RBDL Account Survey

If you have any additional questions or concerns, feel free to contact Ms. Valerie Young, Revenue Compliance Analyst, at 410-396-3963 or valeriek.young@baltimorecity.gov