

## Maryland Registered Apprenticeship Tax Credit

Application for Certification for TY \_\_\_\_\_

**(PLEASE READ INSTRUCTIONS BEFORE COMPLETING FORM A & FORM B)**

### FORM A (PAGE 1 of 2)

1) Employer/Company Name:					
2) Business Address:					
3) Type of Organization (please check one)					
Corporation	S-Corp, LLC	Partnership	Individual	Estate/Trust	Other
4) FEIN:			5) UI Number:		
6) NAICS Code:					
7) Tax Year Credit will be claimed: TY _____ Beginning and End of Tax Year From _____ to _____					
8) Program Sponsor Name (i.e. Trade Association):					
9) Sponsor Registration Number:					
10) Total Number of Eligible Registered Apprentices:			a. Claimed : _____		
			b. Approved by DLLR (Official Use Only): _____		

**Collection of Personal Information:** In accordance with Executive Order 01.01.1983.18, the Department of Labor, Licensing and Regulation (“DLLR”) advises you as follows: Certain personal information requested by the Department is necessary in determining your eligibility. Failure to disclose this information may result in the denial of one of these benefits or services. Availability of this information for public inspection is governed by the provisions of the Maryland Public Information Act, State Government Article, Sections 10-611 et seq. of the Annotated Code of Maryland. This information will be disclosed to appropriate staff of the Department and other public officials for purposes directly connected with administration of the program for which its use is intended. Such information is routinely shared with State, federal or local government agencies. You have the right to inspect, amend or correct personal records in accordance with the Maryland Public Information Act.

**Publicity:** The applicant agrees that DLLR may issue press releases and otherwise publicize information about the applicant’s hiring of apprentices.

**FORM A (PAGE 2 of 2)**

**Verification:** I solemnly affirm under the penalties of perjury and upon personal knowledge that the contents of the foregoing paper are true.

<b>Signature of Employer / Employer's Representative</b>	<b>Employer / Employer's Representative Name (PRINT)</b>
<b>Business Name:</b>	<b>Title:</b>
<b>Phone:</b>	<b>Email:</b>
<b>Date:</b>	

Contact Information (if different from above) <b>Name (Print):</b>	<b>Title:</b>
<b>Phone:</b>	<b>Email:</b>

MDRA-\_\_\_\_\_ (Official Use Only)

Date Received (Official Use Only)  
\_\_\_\_\_

## FORM B

The following named Registered Apprentice(s) are/were indentured with this employer during the taxable year indicated on Form A. Employers may be eligible to claim \$1,000 per new Registered Apprentice per year.

Apprentice Full Name	Social Sec. No.	Apprenticeship Starting Date (must be after January 1, 2017)	Apprenticeship Ending Date (if applicable)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Total Number of Registered Apprentices Claimed			

Official Use Only		
Verified Number of Eligible Apprentices		Verified by _____

Please submit the complete application (BOTH FORM A & B) to:

ATTN: Maryland Registered Apprenticeship Tax Credit Program  
 Maryland Apprenticeship and Training Program  
 Division of Workforce Development and Adult Learning  
 Maryland Department of Labor, Licensing and Regulations (DLLR)  
 1100 N. Eutaw Street, Room 209  
 Baltimore, MD 21201

## Maryland Registered Apprenticeship Tax Credit Application Instructions

Below are instructions for filling out the Maryland Registered Apprenticeship Tax Credit Application.

These instructions are guidelines. You may download the Maryland Registered Apprenticeship Tax Credit statute from the Maryland Department of Labor, Licensing and Regulations (DLLR) website at:

<http://www.dllr.state.md.us/employment/taxcreditintroduction.shtml>

### FORM A:

- 1) Provide the full legal name of the employer / company, as it should appear on the certificate. If Maryland law requires the business entity to register with the State Department of Assessments and Taxation (SDAT), this name must be registered as a business entity in good standing. You may check the status of your business entity at:  
<https://egov.maryland.gov/businessexpress/entitysearch>
- 2) Provide the address of the business entity. This is the address the certificate will be mailed to unless otherwise noted on the application.
- 3) Indicate the type of business organization by checking a box.
  - a. Corporation
  - b. S-Corp, LLC
  - c. Partnership
  - d. Individual
  - e. Estate/Trust
  - f. Other
- 4) Provide the Federal Employer ID Number (FEIN)
- 5) Provide Unemployment Insurance (UI) Number, if applicable.
- 6) Provide the North American Industrial Classification Code (NAICS) of the business entity. More information on NAICS codes can be found at:  
<http://www.census.gov/eos/www/naics/index.html>
- 7) Indicate the Tax Year that you will be claiming the credit. If you are a Fiscal Year taxpayer, provide the beginning and end date of the Tax Year for which you are applying for the credit.
- 8) Provide the Registered Apprenticeship sponsor name such as business name, trade association or Joint Apprenticeship & Training Committee (JATC).
- 9) Provide your Sponsor Registration number
- 10) Provide a total number of eligible Registered Apprentices claimed

### FORM B:

Please provide the following information on eligible Registered Apprentice(s) – Name, Social Security Number, Registered Apprenticeship starting date under your sponsorship (must be after January 1, 2017), and Registered Apprenticeship ending date if applicable.

Please contact Christopher D. MacLarion, Director of Apprenticeship & Training at 410-767-3969 / [Christopher.maclarion@maryland.gov](mailto:Christopher.maclarion@maryland.gov) for any questions.