



Business Resources

Maryland's leaders recognize that an expanding base of profitable firms helps create opportunities for employment and sustained economic growth. As such, they are continually working to improve the state's business environment. This commitment includes:

- Counseling and advice for small businesses and entrepreneurs.
- Confidential site location assistance.
- Timely licensing and permitting procedures.
- Recruitment assistance and funding for enhanced worker skills training.
- State procurement and contracting resources.
- An array of technical assistance programs.

Government

Maryland has a long history of stable government and fiscal soundness. Responsible state taxing and spending policies are critically important to business. State spending is tied to incoming revenue, and in Maryland there is a constitutionally mandated balanced budget.

The Governor serves a four-year term and submits a budget for the ensuing fiscal year (July through June) to each annual session of the General Assembly.

The General Assembly consists of 188 members from 47 legislative districts and meets for a 90-day period starting on the second Wednesday in January. Maryland's bicameral legislature contains a 47-member Senate and a 141-member House of Delegates. Aside from traditional legislative powers, the General Assembly may pass local laws for counties not having home rule powers and for special taxing areas.

The Governor has general veto powers over legislation. In the case of appropriation bills, he may veto any part of the bill without vetoing it in its entirety.

State Finances

Maryland is one of only a few states with the highly coveted Triple-A rating from the three major bond rating agencies, which is an excellent indication of the financial community's confidence in the state's fiscal stability.

Maryland was the first state to adopt generally-accepted accounting principles and to publish an official disclosure statement using an independent auditor. It was the second state to be awarded the coveted "Certificate of Performance" by the Municipal Finance Officers Association of the United States and Canada, the highest form of recognition in governmental accounting and financial reporting.

Income taxes, federal transfer payments, and retail sales and use taxes are the state's major source of revenue. Maryland's largest expenditures are for education, health, and transportation.

Local Government

The number of independent local governments in Maryland is among the smallest in the nation, which facilitates business access to local and state government officials. There are 23 counties in the state, and the county is the largest component of local government. The City of Baltimore is self-governed and not part of the county structure.

More than one-half of Maryland's counties are governed by an elected Board of County Commissioners. Generally, the County Commissioners govern within the limits of local enabling legislation passed by the General Assembly.

The remaining counties have "home rule" government. These counties may enact a broader range of local ordinances provided, that they are not in conflict with any existing state legislation.

For additional information about government:

- The Maryland Portal – www.maryland.gov
- The Maryland Manual – msa.maryland.gov/msa/mdmanual/html/mmtoc.html

Economic Development Organizations

Each local subdivision in Maryland has an economic development department or commission working to expand economic opportunities for residents. Professional economic development representatives are prepared to offer confidential assistance to growing businesses. Contacts in the local jurisdictions are as follows:

County Economic Development Organizations		
County	Address / Telephone / E-mail	Web site
Allegany County Dept. of Economic and Community Development	701 Kelly Road, Suite 400 Cumberland, MD 21502 (301) 777-5967 alleganyworks@alleganygov.org	www.alleganyworks.org
Anne Arundel Economic Development Corporation	2660 Riva Road, Suite 200 Annapolis, MD 21401 (410) 222-7410 info@aaedc.org	www.aaedc.org
Baltimore (City) Development Corporation	36 South Charles St., Suite 2100 Baltimore, MD 21201 (410) 837-9305 info@baltimoredevelopment.com	www.baltimoredevelopment.com
Baltimore County Department of Economic and Workforce Development	400 Washington Ave., Suite 100 Towson, MD 21204 (410) 887-8000 businesshelp@baltimorecountymd.gov	www.baltimorecountymd.gov/departments/economic-development
Calvert County Department of Economic Development	184 B Main Street Prince Frederick, MD 20678 (410) 535-4583 info@choosecalvert.com	www.choosecalvert.com
Caroline County Economic Development	425 Colonial Drive Denton, MD 21629 (410) 479-4188 info@carolinebusiness.com	www.carolinebusiness.com
Carroll County Department of Economic Development	225 N. Center Street, Suite 101 Westminster, MD 21157 (410) 386-2070 info@carrollbiz.org	www.carrollbiz.org
Cecil County Office of Economic Development	200 Chesapeake Blvd, Suite 2700 Elkton, MD 21921 (410) 996-8465 tspringel@ccgov.org	www.ccgov.org/government/economic-development
Charles County Department of Economic Development	10665 Stanhaven Place, Suite 206 White Plains, MD 20695 (301) 885-1340 info@meetcharlescounty.com	www.meetcharlescounty.com

County	Address / Telephone / E-mail	Web site
Dorchester County Economic Development Department	104 Tech Park Drive Cambridge, MD 21613 (410) 228-0155 info@choosedorchester.org	www.choosedorchester.org
Frederick County Office of Economic Development	118 N. Market Street, Suite 200 Frederick, MD 21701 (301) 600-1058 (800) 248-2296 fcoed@frederickcountymd.gov	www.discoverfrederickmd.com
Garrett County Department of Economic Development	203 South 4th Street Courthouse Room 208 Oakland, MD 21550 (301) 334-1921 business@garrettcounty.org	business.garrettcounty.org
Harford County Office of Community and Economic Development	220 South Main Street Bel Air, MD 21014 (410) 638-3059 oad@harfordcountymd.gov	www.harfordcountymd.gov/718/Economic-Development
Howard County Economic Development Authority	6751 Columbia Gateway Dr. Suite 500 Columbia, MD 21046 (410) 313-6500 economicedge@hceda.org	www.howardcountyeda.org
Kent County Economic and Tourism Development	400 High Street, Suite 300 Chestertown, MD 21620 (410) 778-4600 kentcounty@kentgov.org	www.kentcounty.com/business
Montgomery County Economic Development Corporation	1801 Rockville Pike, Suite 320 Rockville, MD 20852 (240) 641-6700 connect@thinkmoco.com	thinkmoco.com
Prince George's County Economic Development Corporation	1801 McCormick Dr., Suite 350 Largo, MD 20774 (301) 583-4650 Lcvalentine@co.pg.md.us	www.pgcedc.com
Queen Anne's County Economic and Tourism Development	425 Piney Narrows Road Chester, MD 21619 (410) 604-2100 htinelli@qac.org	choosequeenannes.com
Somerset County Economic Development Commission	11916 Somerset Ave., Suite 202 Princess Anne, MD 21853 (410) 651-0500 (888) 651-0500 edc@somersetmd.us	www.somersetcountyedc.org
St. Mary's County Department of Economic Development	23115 Leonard Hall Drive Leonardtown, MD 20650 (301) 475-4200 ext.1400 ded@stmaryscountymd.gov	www.yesstmarysmd.com
Talbot County Economic Development and Tourism	215 Bay Street, Suite 5 Easton, MD 21601 (410) 770-8000 cvanhooser@talbotcountymd.gov	talbotworks.org

County	Address / Telephone / E-mail	Web site
Washington County Department of Business and Economic Development	100 West Washington St., Suite 1401 Hagerstown, MD 21740 (240) 313-2280 jhorowitz@wasco-md.net	www.washco-md.net/business-development
Salisbury-Wicomico Economic Development	One Plaza East Building 100 E Main Street, Suite 501 Salisbury, MD 21801 (410) 749-1251 info@swed.org	www.swed.org
Worcester County Economic Development	107 West Green Street Snow Hill, MD 21863 (410) 632-3112 mdcoastinfo@co.worcester.md.us	choosemarylandscoast.org

Regional/Other Economic Development Organizations

Organization	Address / Telephone / E-mail	Service Area	Web site
BWI Business Partnership	1306 Concourse Dr., Suite 215 Linthicum Hts., MD 21090 (410) 859-1000 rnadiv@bwipartner.org	BWI Business District	www.bwipartner.org
Greater Baltimore Committee (GBC)	111 S. Calvert St., Suite 1700 Baltimore, MD 21202 (410) 727-2820 info@gbc.org	City of Baltimore and surrounding counties	gbc.org
Greater Washington Board of Trade	1101 Connecticut Ave, NW Suite 820 Washington, DC 20036 (202) 857-5900 communication@bot.org	Greater Washington, D.C., including portions of Suburban Maryland	www.bot.org
Maryland Economic Development Association (MEDA)	P.O. Box 27039 Baltimore, MD 21230 (410) 347-1246 info@medamd.com	Statewide in Maryland	www.medamd.com
Maryland Economic Development Corporation (MEDCO)	7 St. Paul Street Suite 940 Baltimore, MD 21202 (410) 625-0051 t_sadowski@medco-corp.com	Statewide public entity to develop properties for economic purposes	medco-corp.com

Starting a Business

Counseling and Advice

Maryland Department of Commerce Business Resources

<https://business.maryland.gov/>

The Maryland Department of Commerce supports economic growth by providing personalized attention to businesses and acts as liaison and information provider to resolve a wide range of business concerns quickly and efficiently. Knowledgeable staff can provide the necessary information and tools to grow and succeed, and can assist with:

- Starting a business and finding buildings and sites
- Identifying and connecting to state and federal resources
- Understanding permit and license requirements
- Accessing state and federal financing programs
- Identifying funding sources
- Establishing customer/supplier connections
- Facilitating access to workforce and technical resources

Maryland Small Business Development Center Network (MDSBDC)

<https://www.marylandsbdc.org/>

MDSBDCs provide sound advice, counseling, and support to entrepreneurs and small to mid-size businesses across the state. The Network, a partnership between the U.S. Small Business Administration and the University of Maryland, College Park, links private enterprise, government, higher education, and local economic development organizations to provide management, training, and technical assistance to Maryland's small businesses. Visit <https://www.marylandsbdc.org/> to find an office near you.

U.S. Small Business Administration

www.sba.gov

The U.S. Small Business Administration and its nationwide network of partners help millions of potential and current small business owners start, grow, and succeed. Resources and programs targeting small businesses provide an advantage necessary to help small businesses effectively compete in the marketplace and strengthen the overall U.S. economy. SBA offers help in the following areas:

- Starting, financing, and growing a business
- Opportunities in contracting
- Recovering from disaster
- A voice for small business in government

SBA's Baltimore District Office serves most of Maryland with the exception of Montgomery and Prince George's counties, which are served by the Washington, D.C. District Office.

Service Corps of Retired Executives (SCORE)

www.score.org

SCORE mentors provide free, confidential mentoring to help people start and operate a successful small business. Working and retired executives and small business owners offer advice and one-on-one mentoring sessions on topics such as developing a business plan, securing financing, day-to-day management, and charting business growth. Volunteers also offer low-cost workshops to provide aspiring entrepreneurs with additional training on specific business topics.

Business Registration

Maryland Business Express

<https://businessexpress.maryland.gov/>

The Maryland Business Express portal allows you to:

- Register your new business and form the legal business entity with the Maryland Department of Assessments and Taxation

- Register a business Trade Name with the Maryland Department of Assessments and Taxation
- Establish your necessary tax accounts with the Comptroller of the Treasury

All filings through the portal (with the exception of Personal Property Returns) will be processed with the Department of Assessments and Taxation within three business days. The Department's expedited fee schedule will apply.

Federal Taxation Requirements

www.irs.gov

(800) 829-4933

New businesses should contact the Internal Revenue Service (IRS) to register for:

- An employer identification number (EIN) - irs-tax-id.com
- Income tax – business and employee withholding
- Social Security
- Federal unemployment insurance
- Other federal taxes

State Tax Registration

Maryland Comptroller's Taxpayer Service Section

<https://interactive.marylandtaxes.gov/webapps/comptrollercra/entrance.asp>

(410) 260-7980 | (800) 638-2937

Maryland provides one-stop business registration online through the State Comptroller's web site. The Combined Registration Application meets the requirements for most state taxes, including sales and use tax, income tax withholding, and the unemployment insurance tax.

Local Tax Registration

Local taxes in Maryland require no additional registration. Local taxes are usually collected as part of the various State tax systems. Questions about local property taxes collected by the State should be directed to the County Supervisor's Office of the State Department of Assessments and Taxation for the county where the business is or will be located.

Personal Property Taxes

State Department of Assessments and Taxation Personal Property Division

<https://dat.maryland.gov/businesses/Pages/Business-Personal-Property.aspx>

Sole proprietorships, general partnerships (410) 767-4991 | Legal entities (410) 767-1170

Businesses must pay an annual tax based on the value of their personal property (furniture, fixtures, tools, machinery, equipment, etc.). The Department of Assessments and Taxation administers the valuation process, while the counties and towns collect the tax based on the location of the property.

The Department automatically registers corporations, limited liability companies, limited partnerships, and limited liability partnerships for this tax when these legal entities form. All other businesses (sole proprietorships, general partnerships) that own or lease personal property or need a business license are required to:

- Obtain an identification number by registering with the Department of Assessments and Taxation
- File an annual personal property return

Workers' Compensation Insurance

The Maryland workers' compensation law requires employers to purchase insurance to pay compensation to employees for work-related injuries, occupational diseases, or deaths, regardless of whether someone is at fault.

The amount of the insurance premiums varies with the accident rate of the industry and of the specific employer, so an employer has a financial incentive to maintain a safe and healthy work environment.

Employers may obtain coverage for their employees in one of three ways:

- Insure with Chesapeake Employers Insurance, a non-profit self-supporting agency of the State of Maryland.
 - Chesapeake Employers Insurance - ceiwc.com
 - (410) 494-2000 | (800) 264-4943
- Insure with any company authorized to write this coverage in the state. To obtain a directory of licensed insurance companies, please contact:
 - Maryland Insurance Administration - insurance.maryland.gov
 - (410) 468-2000 | (800) 492-6116
- Self-insure with prior permission of the Maryland Workers' Compensation Commission.
 - Director of Self Insurance
 - Maryland Workers' Compensation Commission - www.wcc.state.md.us
 - (410) 864-5100 | (800) 492-0479

State and Local License Requirements

Business Licenses

A State of Maryland Business License is required for most businesses, including retailers and wholesalers. A trader's license is required for buying and re-selling, and licenses may be required for other business activities. More information on State and local business license requirements is available from:

- Maryland OneStop Portal – <https://onestop.md.gov/>

Applications for the Maryland business license may be obtained from the Clerk of the Circuit Court in the county in which your business will be located.

Regulatory Licenses

The Department of Labor (MD Labor) is a major occupational and professional licensing agency in the State of Maryland. The Department is also responsible for the enforcement of commerce, employment, and workplace and public safety laws.

- MD Labor – Division of Occupational and Professional Licensing
<https://www.dllr.state.md.us/license/>
(410) 230-6231

For most occupations and professions requiring a license, individuals must meet educational and work experience standards as well as pass a qualifying examination.

- MD Labor – Division of Unemployment Insurance
<https://www.dllr.state.md.us/employment/unemployment.shtml>
(410) 949-0033 | (800) 492-5524

New businesses are required to pay unemployment insurance taxes and should contact the Division to establish an account.

- MD Labor – Division of Labor and Industry
<https://www.dllr.state.md.us/labor/>
(410) 767-2992

The Division protects and promotes the health, safety and employment rights of Maryland citizens.

- MD Labor – Office of the Commissioner of Financial Regulation
<https://www.dllr.state.md.us/finance/>
(410) 230-6100

The Office regulates and licenses the operation of banks and other financial companies.

Recruitment and Training

A variety of programs can help Maryland businesses identify and train new workers, or even upgrade the skills of existing workers. Learn more about these programs in this section, and contact your local Workforce Investment Board for more information.

Recruitment Assistance

Maryland Workforce Exchange Program

mwejobs.maryland.gov

The Maryland Workforce Exchange program provides access to an applicant database for potential employees, post multiple job openings to attract today's top talent, research economic and job market data, and obtain information on assistance programs.

Outplacement Assistance

Professional Outplacement Assistance Center

<http://dlr.state.md.us/poac>

Provides assistance to individuals in professional, executive, technical, managerial and scientific occupations. Features a state-of-the-art computer lab with Internet access, resource materials, individualized career guidance, an audio-visual library, free faxing, copying and telephone services.

Maryland American Job Centers

labor.maryland.gov/county

Matches job seekers and businesses using state-of-the-art technologies to match people with jobs and jobs with people. Find out more information about our services that help meet your employment needs.

Training Resources

The Partnership for Workforce Quality (PWQ)

commerce.maryland.gov/grow/partnership-for-workforce-quality-pwq

PWQ provides matching training grants and support services targeted to improve the competitive position of small- and mid-sized manufacturing and technology companies. Grants are used to upgrade the skills of existing workers for new technologies and production processes, improve employee productivity, and promote employment stability. Matching grant funds are used to reimburse up to 50 percent of the direct costs of qualified training.

EARN Maryland

<https://www.dlr.state.md.us/earn/>

EARN (short for Employment Advancement Right Now) Maryland is a state-funded, competitive workforce development grant program that assists employers in cultivating the skilled workforce they need to compete and grow in important industry sectors.

EARN invests in strategic industry partnerships from key economic sectors in every region to sustain and grow middle class jobs. Job readiness training may include GED preparation, occupational skills development, literacy advancement, transportation, and childcare for Maryland's hard-to-serve jobseekers.

Maryland Business Works

<https://www.dlr.state.md.us/employment/mbw.shtml>

Maryland Department of Labor partners with businesses to support employer strategies for retention, growth, and expansion. Requiring a dollar-for-dollar match by the employer, funds can be used to upgrade the skills of current employees while also creating opportunities for new hires in in-demand occupations and skills. Projects are industry-focused and employer-based, targeting small business, particularly at the local level.

Governor's Workforce Development Board

<http://www.gwdb.maryland.gov/>

The Governor's Workforce Development Board (GWDB) is the governor's chief policy-making body for workforce development.

The GWDB is a business-led board. Members include the governor, cabinet secretaries, college presidents, the state superintendent of schools, elected officials, business people, labor, and representatives of nonprofit organizations.

Training for Entrepreneurs

University of Maryland – Dingman-Lamone Center for Entrepreneurship

<https://www.rhsmith.umd.edu/centers-initiatives/dingman-lamone-center>

The Dingman-Lamone Center is an award-winning hub for entrepreneurship that is committed to creating an equitable and inclusive community to educate, empower and equip students with the business skills needed to be an entrepreneur and the resources necessary to make their business ideas a reality.

Hinman CEOs

www.hinmanceos.umd.edu

A dynamic, award-winning, living-learning program that helps students start their own companies. State-of-the-art technology in an incubator-like setting enables the free flow of ideas among the CEOs as well as easy interaction with experts outside of the university. Seminars by experts in company formation and by successful entrepreneurs educate and inspire the CEOs.

Alex Brown Center for Entrepreneurship and Innovation

entrepreneurship.umbc.edu

UMBC has worked closely with the Baltimore business community to create a leading center for university entrepreneurship. The Center offers assistance in writing business plans, networking with experts, credit and non-credit courses, a speaker series, internships, competitions, and an accelerator.

Technical Assistance

Maryland Technology Development Corporation (TEDCO)

<https://www.tedcomd.com/>

(410) 740-9442

TEDCO brings innovations from universities and federal labs into the State's economy by facilitating the transfer of technology to the private sector and by providing emerging technology companies and university researchers with vital seed funding and specialized technical assistance.

Maryland Rural Business Innovation Initiative (RBI)

www.tedcomd.com/resources/rural-business-innovation-initiative

(410) 740-9442

A Maryland Technology Development Corporation (TEDCO) program designed to enhance technology commercialization activities and provide technical and business assistance to small- and early-stage companies in rural Maryland. RBI provides assistance to evaluate potential clients, consulting services, and technical management assistance.

Maryland Technology Enterprise Institute (MTECH)

www.mtech.umd.edu

(301) 405-3906

The Maryland Technology Enterprise Institute (MTECH), a unit of the A. James Clark School of Engineering at the University of Maryland, educates the next generation of technology entrepreneurs, creates successful technology ventures, and connects Maryland companies with university resources to help them succeed.

Maryland Industrial Partnerships Program (MIPS)

www.mips.umd.edu

(301) 405-3891

The Maryland Industrial Partnerships (MIPS) program accelerates the commercialization of technology in Maryland by jointly funding collaborative R&D projects between companies and University System of Maryland faculty. MIPS provides funding, matched by participating companies, for university-based research projects that help companies develop new products. MIPS projects help companies find solutions to technical challenges, as well as develop products, processes, or training materials. MIPS projects are conducted by university faculty and graduate students in conjunction with company researchers.

MTECH Ventures

<https://mtech.umd.edu/ventures/>

Mtech Ventures is a University of Maryland incubator for technology-based innovations commercialized at the university. Mtech Ventures helps early-stage startups survive the critical period in their development between conducting customer discovery and raising their first round of venture capital. The Mtech Ventures facility offers affordable space and hands-on mentoring for early stage companies. Companies involved in the program also benefit from the extensive facilities and services available from the University System of Maryland, one of the country's largest public research and teaching systems.

Maryland World Class Consortia (MWCC)

leanmaryland.com

The Maryland World Class Consortia is dedicated to providing training, leadership development, implementation support and transformation services to Maryland companies with the core objective of promoting, developing and sustaining world class practices for Maryland businesses. Member companies include but are not limited to: manufacturing, aerospace and defense, engineering, financial service firms, health care providers, commercial and food products.

Maryland Manufacturing Extension Partnership (MD MEP)

www.mdmeep.org

The Maryland Manufacturing Extension Partnership (Maryland MEP) is a non-profit organization funded by industry and the State of Maryland focused on growing and strengthening Maryland manufacturers. Serving small- and mid-size manufacturers across all industries, Maryland MEP provides an array of programs and services to help local companies operate more efficiently, grow profitability, implement new technologies, and create more jobs and opportunities in Maryland.

Regional Additive Manufacturing Partnership of Maryland (RAMP MD)

rampmd.org

Established by the Maryland General Assembly in 2014, the Regional Additive Manufacturing Partnership of Maryland (RAMP MD) is a consortium of private businesses, educational institutions, governmental agencies, and representatives of U.S. Army Aberdeen Proving Ground that are working together to expand Maryland's capabilities in additive manufacturing.

Other Assistance

Small Business Tax Relief Credit

Legislation in 2018 created a credit against the state income tax for small businesses that employ 14 or fewer workers and provide paid sick leave to a qualified employee who earns less than 250 percent of the annual federal poverty guideline for a single-person household. The credit is the lesser of \$500 for each qualified employee or the total amount of qualified employer benefits accrued by qualified employees. The Maryland Department of Commerce administers the credit.

Contracts & Procurement

eMaryland Marketplace

procurement.maryland.gov

Create solicitations, accept bids and make awards, and purchase goods through online catalogs. Eligible organizations include state agencies, counties, cities, towns, enumerated school districts, or any other political subdivision of the state.

Governor's Office of Small, Minority and Women Business Affairs

<https://gomdsmallbiz.maryland.gov/Pages/default.aspx>

(410) 697-9600 | (877) 558-0998

As a coordinating office within the Executive Department, the Governor's Office of Small, Minority & Women Business Affairs connects the small business community to greater economic opportunities while implementing and monitoring small, minority, women, and veteran preference procurement programs across 70+ state agencies and departments.

Minority Business Enterprise Program (MBE)

<https://www.mdot.maryland.gov/tso/pages/Index.aspx?PageId=90>

(410) 865-1269 | (800) 544-6056

Maryland's official certification agency. Encourages minority-owned firms to participate in the State procurement process. Current MBE law requires agencies to structure their procurements to try to achieve an overall minimum of 29 percent of the total dollar value of their procurement contracts directly or indirectly from certified MBE firms.

Maryland APEX Accelerator

www.marylandapex.org

(301) 405-6550

Maryland APEX Accelerator helps position businesses registered in the state of Maryland to fully compete in federal, state, and local government procurement processes. The program provides the education and training that all businesses need to experience to become capable of participating in DOD and other government contracts.

Small Business Reserve (SBR) Program

<https://gomdsmallbiz.maryland.gov/Pages/sbr-program.aspx>

This program provides small businesses with the opportunity to participate as prime contractors on state contracts and procurements by establishing a unique marketplace where small businesses compete against other small businesses instead of larger, more established companies. Once a solicitation has been designated as "SBR," an award can only be made to a registered SBR vendor.