

D-03-21-02

Date: March 2, 2021
Bulletin: All Dealers and Title Services
From: Business Licensing and Driver Instructional Services
Subject: New Z Soundex Number Issuance for Business Entity
(UPDATE - Bulletin Dated June 23, 2015)

Please be guided by the below procedure regarding the issuance of a new Z Soundex number. The new process will take effect March 1, 2021.

A business entity titling a vehicle must show proof of the legal existence of the business at the time of titling before a new Z Soundex number can be issued. Z Soundex numbers are issued for businesses only, not to individuals.

- You must request the customer to present acceptable proof of their Business.
 - The following documents are acceptable proof:
 - Business License
 - Articles of Incorporation
 - Articles of Organization
 - Partnership Agreement
 - Certificate of Limited Liability Partnership
 - Registration and/or Trade Name Application from the State Department of Assessment and Taxation (SDAT)
 - Application for Sole Proprietorship and/or General Partnership filed with Business Personal Property Unit
 - Articles of Merger
 - Articles of Re-organization
 - The portion of a trust agreement that names the trust and identifies the trustees
 - Retail Sales Tax Exemption Card (Please note this is for proof of legal existence for the business and does not make the transaction excise tax exempt. To determine if the business is excise tax exempt, you need to refer to Maryland Vehicle Law 13-810.)
 - If accepting one of the above documents, you only need to be provided with the copy of the page identifying the name of the business and the approval from the issuing agency.
 - The business legal existence and status should be verified prior to issuing a business Z Soundex by checking the business status on the Maryland Department of Assessment and Taxation (SDAT) at <https://egov.maryland.gov/BusinessExpress/EntitySearch>. The business must be active or revived to be eligible for the Z Soundex number.
 - A copy of the document proof presented and a printout of the business status from SDAT website must be attached to the title record.

- The Application for Certificate of Title, form VR-005 has been modified to allow for the FEIN number to be entered along with the type of business.
- Any business requesting a Z Soundex must complete the Business Entity Submission of Proof for Vehicle Titling, form VR-475.
- Once assigned to a business, the same Z Soundex number should be used for all other title transactions in that business name and address.
- Proof is not required on existing Z Soundex numbers. In the future all business Soundex numbers will be matched against the Comptroller of Maryland file for verification.

If you have questions or concerns, please contact MDOT MVA Business Licensing and Driver Instructional Services at 410-787-2952 or mvabldisd@mva.maryland.gov