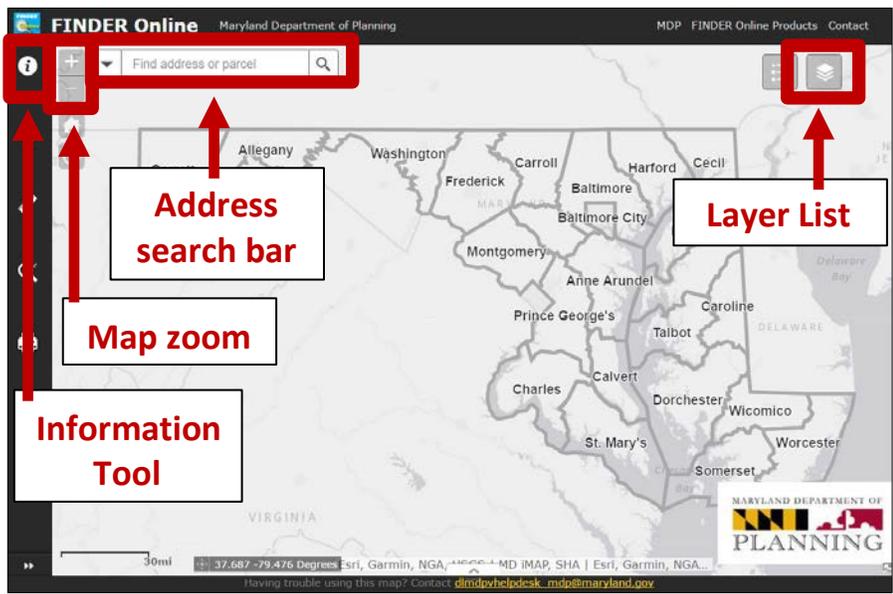


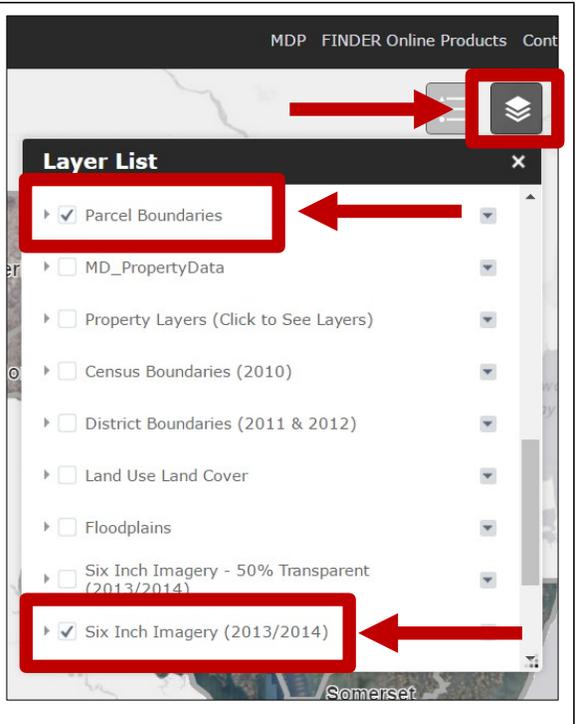
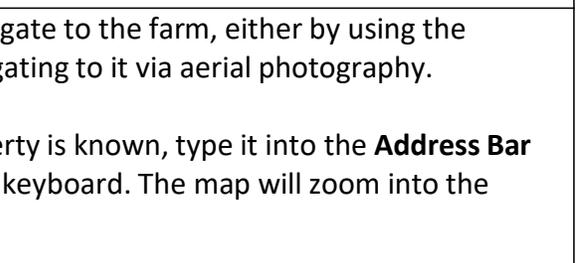
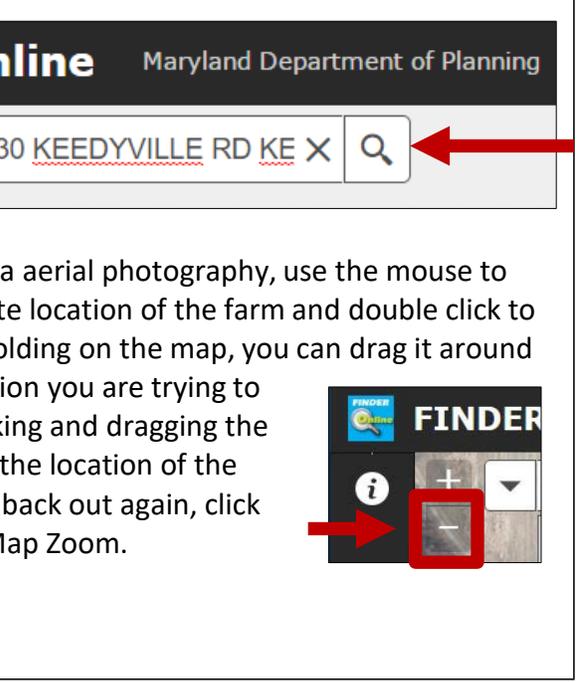
Finding Tax Account ID numbers using Finder Online

August 2018

Introduction Maryland Nutrient Management Regulations require that tax account identification number (or numbers) for all tax maps and farmed parcels are included in a nutrient management plan. When a tax bill or assessment for a property is not readily available, the Maryland Department of Planning’s Finder Online website can be used to identify tax account ID numbers. This particular website is especially useful if you know the exact address of the farm or are able to navigate to it using aerial imagery.

Using Finder Online Instructions
Follow these steps to find the tax account ID number for a property.

Step	Action
1	Access the Maryland Department of Planning’s Finder Online website at: https://apps.planning.maryland.gov/finderonline/ .
2	<p>The website will open with a map of Maryland and its labeled counties. The labels below will help you navigate the site.</p>  <p>The screenshot shows the Finder Online interface with a map of Maryland. Red boxes and arrows highlight the following features:</p> <ul style="list-style-type: none"> Information Tool: A red box around the 'i' icon in the top left corner. Map zoom: A red box around the '+' and '-' zoom controls in the top left corner. Address search bar: A red box around the search input field at the top. Layer List: A red box around the layer list icon in the top right corner.

<p>3</p>	<p>Open the Layer List by clicking on it. Scroll down and make sure to put checkmarks next to “Parcel Boundaries” and “Six Inch Imagery (2013/2014)” by clicking on the boxes next to them.</p> <p>Once complete, close the Layer list by clicking on the “x” at the top right side of the menu.</p>	
<p>4</p>	<p>Next, you will want to navigate to the farm, either by using the known address or by navigating to it via aerial photography.</p> <p>If the address of the property is known, type it into the Address Bar and press “Enter” on your keyboard. The map will zoom into the location.</p> <p>If navigating to the farm via aerial photography, use the mouse to hover over the approximate location of the farm and double click to zoom in. By clicking and holding on the map, you can drag it around to center around the location you are trying to find. Continue double clicking and dragging the map until you have found the location of the farm. If you need to zoom back out again, click on the minus sign of the Map Zoom.</p>	 

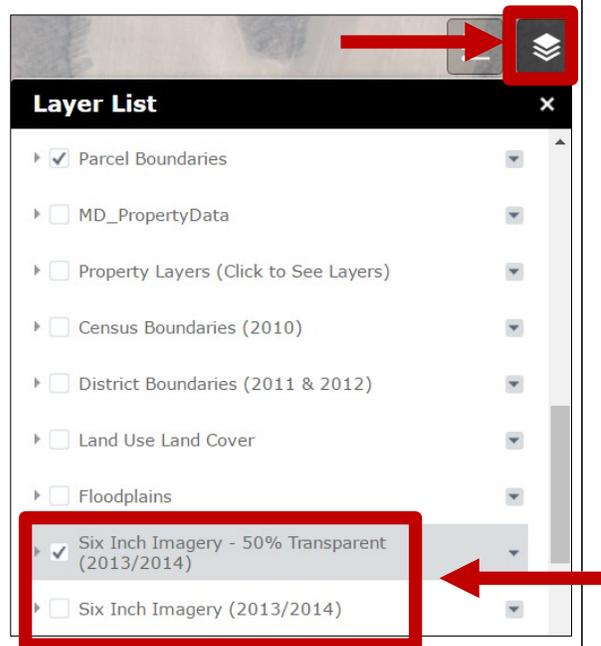
5 You should be able to see the Property Lines (Parcel Boundaries) on the map. If so, move on to Step 6.

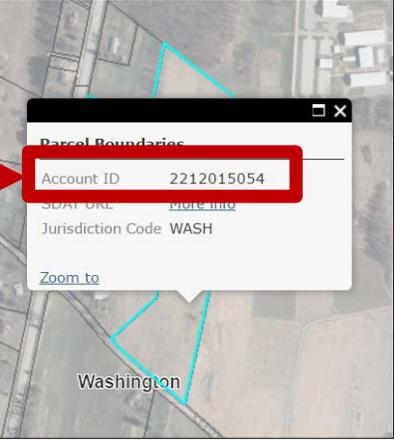


If you are having difficulty seeing the lines due to the coloring of the aerial photograph, you can change the layers to help with this.

Open the **Layer List** again by clicking on it. Scroll down and make sure to remove the checkmark next to and “Six Inch Imagery (2013/2014)” and add a checkmark next to “Six Inch Imagery – 50% Transparent” by clicking on the boxes next to them.

Once complete, close the **Layer list** by clicking on the “x” at the top right side of the menu.



	 <p>Now the Property lines should be clearly visible while still allowing you to see the location of the fields.</p>
6	<p>Next, click on the Information Tool at the top left corner of the screen.</p> <p>This may pop open a side bar, which can be minimized if you want.</p> 
7	<p>Click on the map within the property boundary of your farm. A box will pop up and the boundaries around the property will turn blue.</p> <p>The account ID in the pop-up window is the Tax Account ID number that you need to include in the plan.</p> <p><i>*Note: The County Code is already included in this number!</i></p> 
8	<p>If the farm includes more than one parcel, continue to click around the map until you have collected all tax account ID numbers.</p>