

Maryland Property
Assessment Workgroup
September 15, 2014

Personal Property

presented by

Michael W. Griffin

Associate Director

State Department of Assessments and Taxation

michael.griffin@maryland.gov

www.dat.state.md.us

Personal Property : The Assessment Process

- Personal Property Assessment Calendar
 - January 1 – establishes annual filing requirement
 - April 15 – annual report due date
 - June 15 – extended report due date
 - July 1 – tax year begins
 - August 1 – estimated assessments made
 - September 15 – estimated assessments certified
 - October 1 – domestic entity forfeitures for failure to file prior year's report
 - November 15 – foreign entity forfeiture for failure to file current year's report
- Legal Entities and Sole Proprietorships
 - assessments begin to be certified June 1 to each jurisdiction
- Certification of assessments occurs bi-monthly (1st and 3rd Tuesday) and jurisdictions bill after certification
- Filing forms on SDAT website prior to January 1

Personal Property : The Assessment Process

Number of active entities as of 8-31-2014:

- 361,056 – Legal Entities (Corporations, LLC's, etc.)
- 84,525 – Sole Proprietorships/General Partnerships

For 2013:

- 134,913 - certified Legal Entities
County Base \$11,274,878,140
- 12,930 - certified Sole Proprietorships
County Base \$359,613,580

For 2012:

- 136,991 - certified Legal Entities
County Base \$11,632,254,310
- 13,838 - certified Sole Proprietorships
County Base \$381,530,610

For 2011:

- 137,611 - certified Legal Entities
County Base \$12,210,078,850
- 14,069 - certified Sole Proprietorships
County Base \$373,308,850

Personal Property Form 1 – Page 1

Personal Property Return As of January 1, 2014 Due April 15, 2014

STATE OF MARYLAND, DEPARTMENT OF ASSESSMENTS AND TAXATION, PERSONAL PROPERTY DIVISION
301 West Preston Street, Room 801, Baltimore, Maryland 21201-2395 • www.dat.state.md.us • (410) 767-1170 • (888) 246-5941 within Maryland

2014

Form 1
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Date Received
by Department

Type of Business	ID # Prefix	Filing Fee	Type of Business	ID # Prefix	Filing Fee
<input type="checkbox"/> Domestic Stock Corporation (D)		\$300	<input type="checkbox"/> Domestic Limited Liability Company (W)		\$300
<input type="checkbox"/> Foreign Stock Corporation (F)		\$300	<input type="checkbox"/> Foreign Limited Liability Company (Z)		\$300
<input type="checkbox"/> Domestic Non-Stock Corporation (D)		- 0 -	<input type="checkbox"/> Domestic Limited Partnership (M)		\$300
<input type="checkbox"/> Foreign Non-Stock Corporation (F)		- 0 -	<input type="checkbox"/> Foreign Limited Partnership (P)		\$300
<input type="checkbox"/> Foreign Insurance Corporation (F)		\$300	<input type="checkbox"/> Domestic Limited Liability Partnership (A)		\$300
<input type="checkbox"/> Foreign Interstate Corporation (F)		- 0 -	<input type="checkbox"/> Foreign Limited Liability Partnership (E)		\$300
<input type="checkbox"/> SDAT Certified Family Farm (A,D,M,W)		\$100	<input type="checkbox"/> Domestic Statutory Trust (B)		\$300
<input type="checkbox"/> Real Estate Investment Trust (D)		\$300	<input type="checkbox"/> Foreign Statutory Trust (S)		\$300

CHECK ONE

Name of Business
Mailing Address

Make Address Corrections Here

Check here if this is a change of address

DEPARTMENT ID NUMBER		FEDERAL EMPLOYER IDENTIFICATION NUMBER	
ID# PREFIX		-	
DATE OF INCORPORATION OR FORMATION	STATE OF INCORPORATION OR FORMATION	FEDERAL PRINCIPAL BUSINESS CODE	
TRADING AS NAME		<input type="checkbox"/> Please check here if you do not want personal property forms mailed to you next year.	

INCLUDE DEPARTMENT ID NUMBER ON CHECK PLEASE STAPLE CHECK HERE

ID # PREFIX
Type or Print Department ID Number Here

SECTION I

- A. Is any business conducted in Maryland? _____ Date began: _____
(Yes or No)
- B. Nature of business conducted in Maryland: _____
- C. Does the business own, lease or use personal property located in Maryland? _____ If No, skip SECTION II.
(Yes or No)

ONLY CORPORATIONS COMPLETE ITEM D

D. Names and addresses of officers and names of directors (type or print):

OFFICERS		
Names		Addresses
President	_____	_____
Vice-President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
DIRECTORS		
Names		Names
_____	_____	_____
_____	_____	_____
_____	_____	_____

Personal Property

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BUSINESS TANGIBLE PERSONAL PROPERTY LOCATED IN MARYLAND

EACH QUESTION MUST BE ANSWERED—SEE INSTRUCTIONS

ROUND CENTS TO THE NEAREST WHOLE DOLLAR

2014

Form 1
continued
Page 2 of 4

SECTION II

A. IMPORTANT: Show exact location of all personal property owned and used in the State of Maryland, including county, town, and street address (PO Boxes are not acceptable). This assures proper distribution of assessments. If property is located in two or more jurisdictions, provide breakdown by locations by completing additional copies of Section II for each location.

Check here if this location has changed from the 2013 return.

(Address, Number and Street) (Zip Code)

(County)

(Incorporated Town)

Is the property located inside the limits of an incorporated town? (Yes or No)

Note: If all of the personal property of this business is located entirely in the following exempt counties: Frederick, Garrett, Kent, Queen Anne's, or Talbot, you may be eligible to skip the remainder of Section II. Refer to Specific Instructions, Section II, A for more information.

① **Furniture, fixtures, tools, machinery and equipment not used for manufacturing or research and development.** State the original cost of the property by year of acquisition and category of property as described in the Depreciation Rate Chart on page 4. Include all fully depreciated property and property expensed under IRS rules.

Columns B through G require an explanation of the type of property being reported. Use the lines provided below. If additional space is needed, provide a supplemental schedule. Failure to explain the type of property will result in the property being treated as Category A property (see instructions for example). Refer to the 2014 Depreciation Rate Chart on page 4 for computer equipment rates for categories B and D.

	ORIGINAL COST BY YEAR OF ACQUISITION							TOTAL COST
	A	B	C	D	E	F	G	
2013								
2012								
2011								
2010								
2009								
2008								
2007								
2006 and prior								
TOTAL COST COLUMNS A-G →								

DESCRIBE B through G PROPERTY HERE:

② **Commercial Inventory.** Furnish an average of 12 monthly inventory values taken in Maryland during 2013 at cost or market value of merchandise and stock in trade. Include products manufactured by the business and held for retail sale and inventory held on consignment. (Do not include raw materials or supplies used in manufacturing.) Note: LIFO prohibited in computing inventory value.

Average Commercial Inventory \$ _____

Furnish from the latest Maryland Income Tax return:

Opening Inventory - date _____ amount \$ _____

Closing Inventory - date _____ amount \$ _____

Note: Businesses that need a Trader's License must report commercial inventory here.

③ **Supplies.** Furnish the average cost of consumable items not held for sale (e.g., contractor's supplies, office supplies, etc.).

Average Cost \$ _____

④ **Manufacturing/Research and Development (R&D) Inventory.** Furnish an average of 12 monthly inventory values taken in Maryland during 2013 at cost or market value of raw materials, supplies, goods in process and finished products used in and resulting from manufacturing/R&D by the business. (Do not include manufactured products held for retail sale.)

Average Manufacturing/R&D Inventory \$ _____

Furnish from the latest Maryland Income Tax return:

Opening Inventory - date _____ amount \$ _____

Closing Inventory - date _____ amount \$ _____

Personal Property

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- ⑤ **Tools, machinery and equipment used for manufacturing or research and development:** State the original cost of the property by year of acquisition. Include all fully depreciated property and property expensed under IRS rules. If this business is engaged in manufacturing / R&D, and is claiming such an exemption for the first time, a manufacturing / R&D exemption application must be submitted on or before September 1, 2014 before an exemption can be granted. See instruction 11 for exception. Contact the Department or visit www.dat.state.md.us for an application.

2014
Form 1
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If the property is located in a taxable jurisdiction, a detailed schedule by depreciation category should be included to take advantage of higher depreciation allowances.

ORIGINAL COST BY YEAR OF ACQUISITION	
2013	2009
2012	2008
2011	2007
2010	2006 and prior

TOTAL COST \$

- ⑥ **Vehicles with Interchangeable Registration** (dealer, recycler, finance company, special mobile equipment, and transporter plates) and unregistered vehicles should be reported here. See specific instructions.

ORIGINAL COST BY YEAR OF ACQUISITION	
2013	2011
2012	2010 and prior

TOTAL COST \$

- ⑦ **Non-farming livestock** \$ (Book Value) \$ (Market Value)

- ⑧ **Other personal property** Total Cost \$
File separate schedule giving a description of property, original cost and the date of acquisition.

- ⑨ **Property owned by others and used or held by the business** as lessee or otherwise... Total Cost \$
File separate schedule showing names and addresses of owners, lease number, description of property, installation date and separate cost in each case.

- ⑩ **Property owned by the business but used or held by others** as lessee or otherwise... Total Cost \$
File separate schedule showing names and addresses of lessees, lease number, description of property, installation date and original cost by year of acquisition for each location. Schedule should group leases by county where the property is located. Manufacturer lessors should submit the retail selling price of the property not the manufacturing cost.

SECTION III This Section must be completed.

- A. Total Gross Sales, or amount of business transacted during 2013 in Maryland: \$
If the business has sales in Maryland and does not report any personal property, explain how the business is conducted without personal property. If the business is using the personal property of another business, provide the name and address of that business.

- B. If the business operates on a fiscal year, state beginning and ending dates:

- C. If this is the business' first Maryland personal property return, state whether or not it succeeds an established business and give name:

- D. Does the business own any fully depreciated and/or expensed personal property located in Maryland? yes no
If yes, is that property reported on this return? yes no

- E. Does the submitted balance sheet or depreciation schedule reflect personal property located outside of Maryland? yes no
If yes, reconcile it with this return.

- F. Has the business disposed of assets or transferred assets in or out of Maryland during 2013? yes no If yes, complete Form 4C (Disposal and Transfer Reconciliation).

• PLEASE READ "IMPORTANT REMINDERS" ON PAGE 4 BEFORE SIGNING •

I declare under the penalties of perjury, pursuant to Tax-Property Article 1-201 of the Annotated Code of Maryland, that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

NAME OF FIRM, OTHER THAN TAXPAYER, PREPARING THIS RETURN

PRINT OR TYPE NAME OF CORPORATE OFFICER OR PRINCIPAL OF OTHER ENTITY TITLE

X
SIGNATURE OF PREPARER DATE

X
SIGNATURE OF CORPORATE OFFICER OR PRINCIPAL DATE

()
PREPARER'S PHONE NUMBER E-MAIL ADDRESS

()
BUSINESS PHONE NUMBER E-MAIL ADDRESS

See top of page 4 for correct mailing address

Personal Property

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MAILING INSTRUCTIONS	
<p>Use the address below for:</p> <ul style="list-style-type: none"> originally filed 2014 personal property returns. originally filed prior year returns. <p>State of Maryland Department of Assessments & Taxation Personal Property Division PO Box 17052 Baltimore, Maryland 21297-1052</p> <p>Do not send Certified Mail to this PO Box. See box at right.</p>	<p>Use the address below for:</p> <ul style="list-style-type: none"> US Postal Service Certified Mail. all overnight delivery service mail. amended returns, correspondence, appeals, applications, etc. late filing penalty payments. <p>State of Maryland Department of Assessments & Taxation Personal Property Division 301 W Preston St Baltimore, Maryland 21201-2395</p>

<p>2014</p> <hr/> <p>Form 1 continued Page 4 of 4</p>
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IMPORTANT REMINDERS

- Rules for 2014 personal property extensions:
 Internet extension requests are due by April 15, 2014 and are free of charge.
 Paper extension requests are due on or before March 17, 2014 and require a \$20 processing fee for each entity.
- The annual report filing fee is \$300 for most legal entities. Be sure to enclose the correct fee with the Form 1.**
- Manufacturing/R&D application deadline is September 1, 2014. Exception for tax years beginning after June 30, 2009 - an exemption application may be filed within 6 months after the date of the first assessment notice for the taxable year that includes the manufacturing personal property. See instruction 11 for more information.** A manufacturing exemption cannot be granted unless a timely application is filed. Once filed, no additional applications are required in subsequent years.
- Entities requesting a revised assessment due to other **missed exemptions** (vehicles, software, charitable organizations, etc.) must file that request within three years of the April 15th date the return was originally due.
- Do not prepay late filing penalties or pay personal property taxes to this Department.
- Business entities that require a Trader's License **must** report commercial inventory on line item ②.
- This return must be accompanied by Form 4A (Balance Sheet) or latest available balance sheet, and Form 4B (Depreciation Schedule), unless the business does not own any personal property in Maryland. All information on pages 2 and 3 of this report and supporting schedules are held confidential by the Department and are not available for public inspection. Page 1 is public record (Tax-Property Article 2-212).
- If you discontinued business prior to January 1, 2014, notify the Department immediately, stating to whom and the date all personal property was sold. If the business is sold on or after January 1, 2014 and before July 1, 2014, submit statement of sale, including value of personal property, date of sale, name and address of the buyer on or before October 1, 2014.
- File the pre-addressed return to ensure proper posting to your account.
- This return must be signed by an officer or principal of the business.
- Make check for filing fee payable to Department of Assessments and Taxation. Place the Department ID number on the check.
- Place the Department ID number on page 1 if the pre-addressed return is not used.

LATE FILING PENALTY

DO NOT PAY PENALTIES AT TIME OF FILING RETURN

- A business which files an annual return postmarked after the due date of April 15, 2014 will receive an initial penalty of 1/10 of one percent of the county assessment, plus interest at the rate of two percent of the initial penalty amount for each 30 days or part thereof that the return is late.
- Businesses which fail to file this report will receive estimated assessments which will be twice the estimated value of the personal property owned.

DEPRECIATION RATE CHART FOR 2014 RETURNS

STANDARD DEPRECIATION RATE

Category A: 10% per annum*
 All property not specifically listed below.

SPECIAL DEPRECIATION RATES (The rates below apply only to the items specifically listed. Use Category A for other assets.)

Category B: 20% per annum*
 Mainframe computers originally costing \$500,000 or more.

Category C: 20% per annum*
 Autos (unlicensed), bowling alley equipment, brain scanners, carwash equipment, contractor's heavy equipment (tractors, bulldozers), fax machines, hotel, motel, hospital and nursing home furniture and fixtures (room and lobby), MRI equipment, mobile telephones, model home furnishings, music boxes, outdoor Christmas decorations, outdoor theatre equipment, photocopy equipment, radio and T.V. transmitting equipment, rental pagers, rental soda fountain equipment, self-service laundry equipment, stevedore equipment, theatre seats, trucks (unlicensed), vending machines, x-ray equipment.

Category D: 30% per annum**
 Data processing equipment, canned software.

Category E: 33 1/3% per annum*
 Blinds, carpets, drapes, shades. The following applies to equipment rental companies only: rental stereo and radio equipment, rental televisions, rental video cassette recorders and rental DVDs and video tapes.

Category F: 50% per annum*
 Pinball machines, rental tuxedos, rental uniforms, video games.

Category G: 5% per annum*
 Boats, ships, vessels, (over 100 feet).

Long-lived assets
 Property determined by the Department to have an expected life in excess of 10 years at the time of acquisition shall be depreciated at an annual rate as determined by the Department.

* Subject to a minimum assessment of 25% of the original cost.
 ** Subject to a minimum assessment of 10% of the original cost.

DATE OF ASSESSMENT NOTIFICATION	OFFICE USE ONLY

This form was printed from the DAT web site.

Personal Property Form 4A

STATE OF MARYLAND
DEPARTMENT OF ASSESSMENTS AND TAXATION
PERSONAL PROPERTY DIVISION
FORM 4A

Balance Sheet

2014
Form 4A

Name of Business _____

Department ID Number _____

	Beginning of Period			End of Period		
	month	day	year	month	day	year
	WITHIN MARYLAND	TOTAL*		WITHIN MARYLAND	TOTAL*	
ASSETS						
CURRENT ASSETS						
1. Cash						
2. Marketable Securities						
3. Accounts Receivable						
4. Inventory						
5. Other Current Assets						
PROPERTY, PLANT AND EQUIPMENT						
6. Land						
7. Buildings						
8. Leasehold Improvements						
9. Equipment						
10. SUBTOTAL Property, Plant and Equipment						
11. Accumulated Depredation						
12. Net Property, Plant and Equipment						
INTANGIBLE AND OTHER ASSETS						
13. Intangible						
14. Other (provide schedule)						
15. TOTAL ASSETS						
LIABILITIES AND EQUITY						
CURRENT LIABILITIES						
16. Accounts Payable						
17. Other Current Liabilities						
LONG TERM LIABILITIES AND EQUITY						
18. Mortgage, Notes, Bonds Payable						
19. Other Long Term Liabilities						
20. Capital Stock						
21. Paid in or Capital Surplus						
22. Retained Earnings						
23. Other						
24. TOTAL LIABILITIES AND EQUITY						

*Omit TOTAL columns when all assets are located in Maryland.

This form was printed from the DAT web site.

Personal Property Form 4B and 4C

Maryland
Form 4B

Depreciation Schedule

2014

Form 4B & 4C

PROPERTY IN MARYLAND AS OF _____ / _____ / _____

	TOTAL COST	DEPRECIATION THIS YEAR	ACCUMULATED DEPRECIATION	BOOK VALUE															
1. Land																			
2. Building																			
3. Leasehold Improvements																			
4. Transportation Equipment (Registered) ^A																			
5. Transportation Equipment (Not Registered and Interchangeable Registrations)																			
6. Furniture & Fixtures																			
7. Machinery & Equipment																			
8. Other (Specify)																			
9. Totals ^B																			
10. Expensed Property <small>(Not Reported on Depreciation Schedule)^C</small>																			
11. Exempt Personal Property ^D <small>(Included in line 9 above and not reported on the return.)</small>	<table border="1"> <thead> <tr> <th>Type of Organization</th> <th>EXEMPTION CLAIMED</th> <th>Type of Property</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Charitable</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/> Vehicles (Registered) <input type="checkbox"/> Vessels (under 100 ft.)</td> </tr> <tr> <td><input type="checkbox"/> Educational</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/> Aircraft <input type="checkbox"/> Farming Implements (Farmers Only)</td> </tr> <tr> <td><input type="checkbox"/> Other _____</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/> Rental Heavy Equipment^E <input type="checkbox"/> Other _____</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;"><small>SPECIFY</small></td> </tr> </tbody> </table>				Type of Organization	EXEMPTION CLAIMED	Type of Property	<input type="checkbox"/> Charitable	<input type="checkbox"/>	<input type="checkbox"/> Vehicles (Registered) <input type="checkbox"/> Vessels (under 100 ft.)	<input type="checkbox"/> Educational	<input type="checkbox"/>	<input type="checkbox"/> Aircraft <input type="checkbox"/> Farming Implements (Farmers Only)	<input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/> Rental Heavy Equipment ^E <input type="checkbox"/> Other _____			<small>SPECIFY</small>
Type of Organization	EXEMPTION CLAIMED	Type of Property																	
<input type="checkbox"/> Charitable	<input type="checkbox"/>	<input type="checkbox"/> Vehicles (Registered) <input type="checkbox"/> Vessels (under 100 ft.)																	
<input type="checkbox"/> Educational	<input type="checkbox"/>	<input type="checkbox"/> Aircraft <input type="checkbox"/> Farming Implements (Farmers Only)																	
<input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/> Rental Heavy Equipment ^E <input type="checkbox"/> Other _____																	
		<small>SPECIFY</small>																	

A. Vehicles with Interchangeable Registrations (dealer, recycler, finance company, special mobile equipment, and transporter plates) are to be reported on line 5.

B. Total line must equal Line 10 on the Balance Sheet Form 4A.

C. Include all expensed property located in Maryland not reported on the Depreciation Schedule Form 4B.

D. If exempt property is owned check the appropriate boxes under line 11. Exempt organizations need to provide written justification for the claimed exemption with the return. Organizations required to file IRS Form 990 should also submit a copy of the latest available filing.

E. For Rental Heavy Equipment Only - An entity must meet all of the following provisions: 1) largest segment of its total receipts is from the short-term lease or rental of heavy equipment at retail without operators; 2) it must be defined under Code 632412 of the North American Industry Classification System; 3) the property must meet the definition of heavy equipment property in § 9-609(D)(5) of the Political Subdivisions Article and 4) the lease or rental of the heavy equipment property is for a period of 365 days or less.

Maryland
Form 4C

DISPOSAL AND TRANSFER RECONCILIATION

	BALANCE 1/1/2013	TRANSFERS IN DURING 2013	2013 ACQUISITIONS	TRANSFERS OUT & DISPOSALS*	BALANCE 1/1/2014
1. Furniture, Fixtures, Tools Machinery and Equipment					
2. Motor Vehicles					
3. Manufacturing/R&D Equip.					
4. Leased Property					
5. Totals					

This section must be completed by those businesses which transferred or disposed of personal property located in Maryland during 2013.

Property "Transferred In" from locations outside Maryland, property acquired and property "Disposed Of" or "Transferred Out" during 2013 must be reported above and reconciled with the totals from last year's return.

*If transfers out and disposals made during 2013 are more than \$200,000 or greater than 50% of the total property reported as of 1/1/2013, complete the information below.

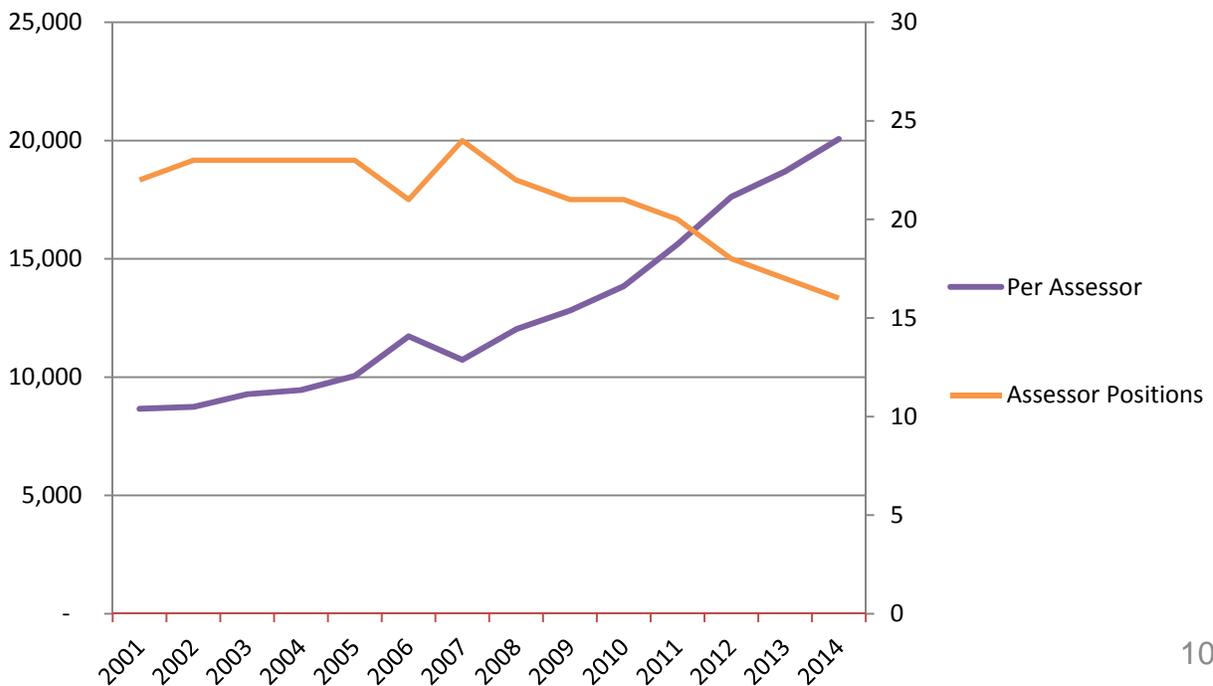
TRANSFERS	Date of transfer:	Location where transferred?	
		City:	State:
DISPOSALS	Date of disposal:	Manner of disposal? (sale, junked, donation, etc.)	Name of buyer? (For Sales Only)

This form was printed from the DAT web site.

Personal Property Assessor Workload

Filing Year	Returns Filed	Filled Assessor Positions (as of April 15)	Returns per Assessor
2001	190,476	22	8,658
2002	201,066	23	8,742
2003	213,480	23	9,282
2004	217,468	23	9,455
2005	231,224	23	10,053
2006	246,244	21	11,726
2007	257,511	24	10,730
2008	264,565	22	12,026
2009	268,960	21	12,808
2010	290,707	21	13,843
2011	312,424	20	15,621
2012	317,244	18	17,625
2013	317,768	17	18,692
2014**	321,000	16	20,063

** projected



Personal Property Assessor's Role

- ❖ Review returns and supporting financial documents
- ❖ Validate category selections
- ❖ Allocate value to proper County/Municipality
- ❖ Review manufacturing exemption applications and provide recommendations to supervisor (approvers)
- ❖ Review charitable/educational/religious exemption requests, provide detail to supervisor
- ❖ Process amended returns
- ❖ Handle first line appeals
- ❖ Answer correspondence/phone calls/e-mails; explain Personal Property laws, procedures and policies to taxpayers, local officials, preparers, and public
- ❖ Revise data system information (MBES), Federal Business Codes, FEIN, assessor alerts, entity notes
- ❖ Staff the public counter

Online Personal Property Filing System

The screenshot shows the Maryland Personal Property Return 2015 online filing system interface. At the top, there is a dark banner with the Maryland state seal and the text "MARYLAND BUSINESS IN MARYLAND MADE EASY. Working across state agencies to remove barriers to business success". Below the banner, the page title is "Maryland Personal Property Return 2015". In the top right corner, there are buttons for "Save & Exit" and "Log Out". The main content area shows the user is logged in as "[Name]". A black bar indicates the return is for "Maryland Personal Property Return as of January 1, 2015" with a "Due April 15, 2015" deadline. The section is titled "Business Information" and includes a note: "Review the following information. If your mailing address has changed, please correct it below." The sub-section is "Business Name and Mailing Address". A text box contains the message: "The address shown below is the address to which your assessment notice, tax bill and other correspondence will be sent. Make any necessary mailing address corrections." Below this, the "Business Name" is listed as "Davis Media, Ltd." and the "Care of Name" field is empty with the text "(if applicable)" next to it. On the right side, there is a sidebar menu titled "Your Progress" with a list of items: "Business Property" (checked), "Business Type" (checked), "Business Information" (selected with a right arrow), "Section I" (unchecked), "Section II" (unchecked), "Section III" (unchecked), "File Upload" (unchecked), "Review" (unchecked), and "Signature" (unchecked). At the bottom of the sidebar, there is a "Technical Support" link.