

Show Low Arizona

2019 Business Resource Guide



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City of Show Low Services

City of Show Low General Information	532-4000
City of Show Low Website	www.showlowaz.gov
Show Low Economic Development Website	www.pickshowlow.com
City Manager	532-4015
City Attorney	532-4006
City Clerk	532-4061
Community Services	532-4014
Finance Department	532-4024
Planning & Zoning Department	532-4040
Building Department	532-4050
Engineering	532-4090
Water and Wastewater	532-4100
Human Resources Department	532-4027
Economic Development	532-4124
Parks and Recreation Department Aquatics Center	532-4140 532-4130
Police Department	537-5091
Timber Mesa Fire & Medical	537-5100
Public Works Department	532-4040
Library	532-4070
Show Low Regional Airport	532-4190
Animal Control	537-4365

Show Low Chamber of Commerce

81 E. Deuce of Clubs
Show Low, AZ 85901
Tel: 928-537-2326
www.showlowchamber.com

Mission

To promote a successful business environment in the Show Low Region.

The Show Low Chamber of Commerce provides a host of benefits to members including:

- Business referrals
- Member discounts
- Listing in Membership Directory and Visitor's Guide
- Grand Opening Assistance
- Networking events and mixers to develop new business contacts
- Participation in Chamber programs and events.
- Business exposure and promotion
- Access to membership directory
- Legislative voice
- Access to ChamberBiz (online service providing assistance with human resources, benefits, payroll, job posting, temporary employees, resume search, salary data, and business regulations).

** 97% of membership investment may be tax deductible as an ordinary and necessary business expense.*

Business Services

US Small Business Administration (SBA) Arizona District Office

2828 North Central Ave, Suite 800
Phoenix, Arizona 85004-1093
Tel: 602-745-7200
Fax: 602-745-7210
www.sba.gov/az

SBA Northern Arizona Office

1201 E. Cooley, Suite E
Show Low, AZ 85901
Tel: 928-532-0034
Fax: 202-481-0485
www.sba.gov/az

Arizona Office of Tourism

1110 W. Washington Street, Suite 155
Phoenix, Arizona 85007
Tel: 602-364-3700
Fax: 602-364-3701
www.tourism.az.gov

Offers assistance to start-up and existing tourist related businesses including: technical assistance for product development, feasibility and market studies and marketing assistance.

Arizona Small Business Association (ASBA)

11811 N. Tatum Blvd., Suite P-195
Phoenix AZ 85028
602-306-4000
www.asba.com

Entrepreneur Resource Center (ERC)

Located on the 1st Floor of Show Low City Hall; 180 N. 9th St., Show Low.

The ERC is a free resource center open to anyone interested in starting a business. Available services include workstations with internet access, telephones, printer and business reference library. Various local support organizations hold office hours at the ERC to connect with budding entrepreneurs. Call 928-532-4124 for more information.

Arizona Small Business Development Center (SBDC)

State Office
2411 West 14th Street
Tempe, AZ 85281
Tel: 480-731-8720
Fax: 480-731-8729

Northland Pioneer College SBDC

1001 Deuce of Clubs
Show Low, AZ 85901
Tel: 928-532-6170
Fax: 928-532-6171
www.npc.edu/sbdc

Arizona @ Work

Northeastern Arizona Innovative Workforce Solutions

2500 E. Cooley St.
Show Low, AZ 85901
Tel: 928-532-4316
www.arizonaatwork.com

Provides employee recruiting assistance including: advertise and market job openings, applicant screening and testing, coordinating interviews, office space for interviewing, customized hiring fairs and on the job training programs. Arizona @ Work also networks with other workforce centers across the U.S. to assist in recruitment efforts; targeting in particular those areas experiencing dislocation of workers with transferable skills. Arizona @ Work also has a resource center available to employers.

Arizona Chamber of Commerce and Industry/Arizona Manufacturers' Council

3200 N. Central Ave., Suite 1125
Phoenix, AZ 85012
Tel: 602-248-9172
Fax: 602-391-2498
www.azchamber.com

Organization that works to build and enhance a climate in Arizona favorable to manufacturing and related industries.

Arizona Technology Council (ATC)

2800 N. Central Avenue, Suite 1530
Phoenix, AZ 85004
Tel: 602-343-8324
www.aztechcouncil.org

ATC is a member-driven association representing the interests of technology companies, their support firms, educational institutions and state-wide economic development groups that collectively form Arizona's technology community.

Arizona Commerce Authority (ACA)

100 N 7th Avenue, Suite 400
Phoenix, AZ 85007
Tel: 602-845-1200
Fax: 602-845-1201
www.azcommerce.com

Offers business expansion and start-up assistance to existing businesses and entrepreneurs. Also offers export assistance to local companies.

Arizona Manufacturing Extension Partnership (AMEP)

100 N 7th Avenue, Suite 400
Phoenix, AZ 85007
Tel: 602-845-1256
Fax: 602-845-1201
www.amparizona.com/

Organization that leverages a vast array of available public and private resources and services to every manufacturing enterprise in the state. The nationwide system of MEP centers is linked through the U.S. Department of Commerce - National Institute of Standards and Technology (NIST), with the common goal to strengthen the global competitiveness of U.S. manufacturers.

Northern Arizona SCORE

1228 Willow Creek Road, Suite 2
Prescott, AZ 86301
Tel: 928-778-7438
Fax: 928-778-4129
www.northernarizona.score.org

The SCORE Association is a resource partner with the U.S. Small Business Administration. SCORE ARIZONA is dedicated to aiding in the formation, growth, and success of small business in Arizona and nationwide.

Arizona Retailers Association

224 W. 2nd Street
Mesa, AZ 85201
Tel: 480-833-0009
Fax: 480-833-0011
www.azretailers.com

Protects the business interests of retailers throughout Arizona.

Economic Development

City of Show Low

Economic Development
180 N. 9th St.
Show Low, AZ 85901
928-532-4124
www.pickshowlow.com

Provides assistance to businesses interested in relocating or expanding in Show Low.

Works to maintain a positive business climate conducive to business growth.

Show Low Main Street

180 N. 9th St.
Show Low, AZ 85901
Tel: 928-532-4124
www.showlowmainstreet.org

Nonprofit organization dedicated to economic and aesthetic enhancement for the downtown redevelopment district and Main Street business areas.

Show Low Chamber of Commerce

81 E. Deuce of Clubs
Show Low, AZ 85901
928-537-2326
www.showlowchamber.com

Works to improve the local business climate in order to encourage business growth.

Promotes tourism related activities and attracts events to Show Low.

Arizona Commerce Authority (ACA)

100 N 7th Avenue, Suite 400
Phoenix, AZ 85007
Tel: 602-845-1200
Fax: 602-845-1201
www.azcommerce.com

Location assistance to companies considering new domestic or international investment.

Educational Resources

Northland Pioneer College (NPC)

Show Low – White Mountain Campus
1001 W. Deuce of Clubs
Show Low, AZ 85901
Tel: 928-532-6111
Fax: 928-532-6112
www.npc.edu

Offers associate degree programs in a variety of fields including computer, medical, industrial and electronics technologies as well as business.

Northern Arizona University (NAU)

1001 W Deuce Of Clubs
PO Box 3411
Show Low, AZ 85902-3411
Tel: 928-864-1941
Fax: 928- 864-1942
<http://extended.nau.edu/Campus-Info/CampusDetail.aspx?campus=Show+Low>

Located on Northland Pioneer College's White Mountain Campus, NAU-Show Low offers onsite, VC, and online classes and programs of study at both the undergraduate and graduate level.

Job Training and Career Services

NPC Career/Employer Services

Tel: 928-536-6246

www.collegecentral.com/npc/Employer.cfm

Services available to employers include: job postings, resume referrals, on-line resume viewing, internships development and recruitment, participation in advisory committees, campus networking events and on-campus interviews.

Arizona @ Work

Northeastern Arizona Innovative Workforce Solutions

2500 E. Cooley St.

Show Low, AZ 85901

Tel: 928-532-4316

www.arizonaatwork.com

Provides employee recruiting assistance including: advertise and market job openings, applicant screening and testing, coordinating interviews, office space for interviewing, customized hiring fairs and on the job training programs. Arizona @ Work also networks with other workforce centers across the U.S. to assist in recruitment efforts; targeting in particular those areas experiencing dislocation of workers with transferable skills. Arizona @ Work also has a resource center available to employers.

Human Resources Assistance

Guardian Security

1321 E. Lumberman's Loop, Suite 108

Show Low, AZ 85901

Phone: 928-532-0090

<https://b-v-hw5c.squarespace.com/background-investigations>

Performs pre-employment background checks.

NPC Corporate Training

Tel: 928-536-6239

www.npc.edu/corporate-training

Customized training programs for incoming and existing businesses, including developing specialized certificate and degree programs.

Summit Healthcare Regional Medical Center Occupational Health Services

2200 Show Low Lake Road

Show Low, Arizona 85901

Tel: 928-537-6949

Offers occupation physicals, commercial drivers physicals, work capacity assessments and drug screening.

**Department of Homeland Security
E-Verify Program**

www.uscis.gov/e-verify/

Free and simple to use Web-based system that electronically verifies the employment eligibility of newly hired employees. E-Verify is a partnership between the Department of Homeland Security (DHS) and the Social Security Administration (SSA). U.S. Citizenship and Immigration Services (USCIS) oversees the program.

CopperPoint Insurance Companies

3030 N. 3rd Street
Phoenix, AZ 85012-3068
602-631-2300

www.copperpoint.com

Arizona's leading provider of workers' compensation insurance. Founded in 1925, CopperPoint has more than 56,000 policyholders and covers 70 percent of all businesses in Arizona.

OSHA

www.osha.gov

Industrial Commission of Arizona

800 W. Washington
Phoenix, Arizona 85007
Tel: 602-542-4661

www.ica.state.az.us

**Arizona Division of Occupational Safety
& Health (ADOSH)**

800 West Washington
Phoenix, Arizona 85007
Tel: (602) 542-5795

Works with employers and employees to create safer working environments.

**Arizona Department of Economic
Security Unemployment Insurance Field
Audit Office**

2500 East Cooley, Suite 410
Show Low, AZ 85901-5266
Tel: 928-532-4377

www.azui.com

Provides unemployment insurance services to Show Low employers and employees.

Financial Assistance (loan programs, grants & tax incentives/credits)

Small Business Administration

Arizona District Office

2828 North Central Ave Suite 800

Phoenix, AZ 85004

United States

Tel: 602-745-7200

Fax: 602-745-7210

www.sba.gov/about-offices-content/2/3097

SBA Northern Arizona Office

1201 E. Cooley, Suite E

Show Low, AZ 85901

Tel: 928-532-0034

www.sba.gov/az

Provides financial assistance to small businesses.

Mountain West Small Business Finance

2595 E. 3300 S.

Salt Lake City, UT 84109

Tel: 801-474-3232

Fax: 801-493-0111

Provides SBA 504 lending. Participates with local banks to provide blended, lower interest rate financing of industrial, commercial and retail projects.

CDC Small Business Finance, Inc.

221 E. Indianola Avenue

Phoenix, AZ 85012

Tel: 800-611-5170

Fax: 800-817-3795

Provides SBA 504 lending in Arizona and contiguous states.

USDA Rural Development

Business and Industry Guaranteed Loans (B&I)

1801 W. Deuce of Clubs, Suite 120

Show Low, AZ 85901

Tel: 928-532-2270

Fax: 855-699-8047

www.rd.usda.gov/programs-services/business-industry-loan-guarantees

Business Development Finance Corporation

1702 E. Highland Ave., Suite 202

Phoenix, AZ 85016

Tel: 602-381-6292

Fax: 602-381-8012

Provides SBA 504 lending in Arizona and contiguous states.

Southwestern Business Financing Corporation

3800 N Central Ave., Suite 720

Phoenix, AZ 85012

Tel: 602-495-6495

Fax: 602-230-0945

Provides SBA 504 lending in Arizona and contiguous states.

Renewable Energy Tax Credit

Information: liisal@azcommerce.com
www.azcommerce.com/incentives/renewable-energy-tax-incentive

Provides tax incentives to companies in the solar, wind, geothermal, and other renewable energy industries who are expanding or locating in Arizona. The program offers up to a 10% refundable income tax credit and up to a 75% reduction on real and personal property taxes.

Additional Depreciation

Information: 602-716-6843
www.azcommerce.com/incentives/additional-depreciation

The State of Arizona encourages new capital investment by reducing tax liability on most personal property dedicated to commercial, industrial and agricultural uses.

Additional depreciation reduces the personal property's full cash value for tax purposes by 75% in year one, 59% in year two, 43% in year three, 27% in year four and 11% in year five.

Arizona Job Training Program

Information: cindyg@azcommerce.com
www.azcommerce.com/incentives/job-training

Job-specific reimbursable grant program that supports the design and delivery of customized training for employers creating net new jobs in Arizona.

Businesses can receive up to 75% reimbursement on costs of training net new employees in jobs that pay at or above \$26,190 annually (FTE \$12.59 per hour), not including benefits. Award amounts can be up to \$8,000 per job with a single employer maximum of \$1,300,000.

Arizona Quality Jobs Program

Information: jennifera@azcommerce.com
www.azcommerce.com/incentives/quality-jobs

Offers up to \$9,000 of Arizona income or premium tax credits spread over a three-year period for each net new quality job (\$3,000 per year). If allowable tax credit exceeds the income or premium tax liability, any unused amount may be carried forward for up to five consecutive taxable years. Tax credit is capped at 10,000 jobs being claimed each year by all participants.

Eligible companies must create a minimum of five new jobs and make a minimum capital investment of \$1 million. A qualified job is a new full-time, permanent position that pays at or above the median county wage and pays 65% of the employee's health insurance costs.

Government Property Lease Excise Tax (GPLET)

Information: 602-716-6090

www.azcommerce.com/incentives/lease-excise

The Government Property Lease Excise Tax ("GPLET") is a tool to initiate development by replacing real property tax with an excise tax—thereby reducing a project's operating costs. An excise tax is established for the building type of use and is calculated on the gross square footage of the building. The use of the excise tax cannot continue for more than 25 years and requires that the land and improvements be conveyed to a government entity and leased back for private use. The excise tax rate can be abated for the first eight years if the building property is located within a Central Business District and a Redevelopment Area.

Sales Tax Exemption for Manufacturing

Information: 602-845-1256

Sales tax exemptions are available on: machinery or equipment used directly in manufacturing; machinery, equipment or transmission lines used directly in producing or transmitting electrical power, but not including distribution; machinery or equipment used in research and development; and the electricity or natural gas for businesses that are principally engaged in manufacturing or smelting operations

Sales Tax Exemption for Computer Data Centers

Information: cindyg@azcommerce.com

www.azcommerce.com/incentives/computer-data-center-program

Sales tax exemptions are available at the state, county and local levels on qualifying purchases of computer data center equipment for up to 10 years following certification of the computer data center by the Arizona Commerce Authority.

However, if the computer data center qualifies as a Sustainable Redevelopment Project, the exemptions are available for up to 20 years following the year certification is issued.”

Research and Development Income Tax Credit

Information: cindyg@azcommerce.com

www.azcommerce.com/incentives/research-development

State income tax credit for qualified research and development done in Arizona. This includes research conducted at a state university and funded by the company.

Fast-Track Development

Information: 928-532-4124

The City of Show Low provides excellent customer service throughout the development process. City staff works closely with companies to ensure that planning, zoning, project reviews and permitting are completed in a timely manner.

Healthy Forest Enterprise Incentives Program (HF)

Information: 602-771-1132

www.azcommerce.com/healthyforest.aspx

Incentives available to certified businesses that are engaged in harvesting, initial processing or transportation of qualifying forest products. Available incentives include:

- Use Fuel Tax reduction to \$.09/gal.
- Sales tax exemption on purchased, leased or rented qualifying equipment and construction contracts.
- Use Tax Exemption on qualifying equipment purchased out-of-state.
- Property Tax reduction on both real and personal property (Class One (25 % assessment ratio) to Class Six (5% assessment ratio) through 2024.
- Arizona income tax credit earned over a three-year period for each net new job created, totaling up to \$3,000 per employee.
- Arizona income tax credit earned over a three-year period for each new employee trained totaling up to \$9,000 per employee.

International Assistance

Phoenix U.S. Export Assistance Center

2828 N Central Ave, Suite 800

Phoenix, AZ 85004

Tel: 602-640-2513

Fax: 602-745-7210

www.export.gov/arizona

One-stop shop providing small and medium-sized business with local export assistance.

Tax Requirements

IRS Taxpayer Assistance Centers

Phoenix HQ

4041 N. Central Ave.
Phoenix, AZ 85012
602-636-9199

Mesa

1818 E. Southern Ave.
Mesa, AZ 85204
480-503-7355

www.irs.gov/help/contact-my-local-office-in-arizona

Assists Arizona business owners with specific questions concerning federal tax rules and regulations.

Navajo County Taxes

Navajo County
Treasurer Office
100 East Code Talkers Drive
South Highway 77
P.O. Box 668
Holbrook, AZ 86025
Tel: 928-532-6006 (Show Low)
www.navajocountyaz.gov/Departments/Treasurer

Contact for information regarding real property tax.

Trademark and Trade Name

U.S. Patent and Trademark Office

P.O. Box 1450
600 Dulany Street
Alexandria, VA 22313-1450
Tel: 800-786-9199
www.uspto.gov

Provides general and specific information regarding patents and trademarks.

State of Arizona Taxes

Arizona Department of Revenue
1600 W. Monroe
Phoenix, AZ 85007-2650
Tel: 800-352-4090
www.azdor.gov

Assists Arizona business owners in determining which taxes and licenses they are responsible for.

City of Show Low Taxes

City of Show Low Administrative Services
Department
180 North 9th Street
Show Low, AZ 85901
Tel: 928-532-4024
www.showlowaz.gov/261/Finance-Department

Contact for information on Transaction Privilege Tax (sales tax).

Arizona Secretary of State Business Registrations and Filings

1700 West Washington, 7th Floor
Phoenix, Arizona 85007
Tel: 602-542-6187 or 1-800-458-5842
<http://www.azsos.gov/business>

Processes corporation, partnerships, trade names and trademark registration filings.

Registering/Licensing Your Business

Arizona Department of Revenue Business Registration

Tel: 800-352-4090

<https://azdor.gov/forms/tpt-forms/joint-tax-application-tpt-license>

The Arizona Joint Tax Application is used to apply for Transaction Privilege Tax, Use Tax and Employer Withholding and Unemployment Insurance. The application is called "Joint" because it is used by both the Departments of Revenue and Economic Security.

Arizona Secretary of State Business Registrations and Filings

See Page 13 under "Trademark and Trade Name."

City of Show Low Business Licensing

180 N. 9th St.

Show Low, AZ 85901

Tel: 928-532-4042

www.showlowaz.gov/624/Business-Licenses

Processes business licenses; home occupation permits; vender, peddler and transient merchant permits; and special event permits.