

# Show Low Arizona

## 2013 Business Resource Guide



Show Low IS  
the Winning Hand  
for YOUR Business



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## City of Show Low Services

City of Show Low General Information	532-4000
City of Show Low Website	<a href="http://www.showlowaz.gov">www.showlowaz.gov</a>
City Manager	532-4015
City Attorney	532-4062
City Clerk	532-4061
Community Services	532-4014
Finance Department	532-4026
Planning & Zoning Department	532-4041
Building Department	532-4050
Engineering	532-4080
Water and Wastewater	532-4100
Human Resources Department	532-4011
Business Development	532-4124
Parks and Recreation Department	532-4140
Aquatics Center	532-4130
Police Department	537-5091
Fire Department	537-5100
Public Works Department	532-4080
Library	532-4070
Show Low Regional Airport	532-4190
Animal Control	537-3024

## **Show Low Chamber of Commerce**

81 E. Deuce of Clubs  
Show Low, AZ 85901  
Tel: 928-537-2326  
[www.showlowchamber.com](http://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](http://www.sba.gov/az)

### **SBA Northern Arizona Office**

1204 E. Cooley, Suite E  
Show Low, AZ 85901  
Tel: 928-532-0034  
Fax: 202-481-0485  
[www.sba.gov/az](http://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.azot.gov](http://www.azot.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)**

4600 E. Washington St. Suite 340  
Phoenix, AZ 85034  
Tel: 602-306-4000  
Fax: 602-306-4001  
[www.asba.com](http://www.asba.com)

### **Entrepreneur Resource Center (ERC)**

Located on the 1<sup>st</sup> Floor of Show Low City Hall; 180 N. 9<sup>th</sup> 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.npcsbdc.com](http://www.npcsbdc.com)

### **Workforce Investment Act (WIA)**

2500 E. Cooley St., Suite 410  
Show Low, AZ 85901  
Tel: 928-532-4316  
Fax: 928-532-4364  
[www.arizonaworkforceconnection.com](http://www.arizonaworkforceconnection.com)

Provides companies 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. The Arizona Workforce Connection 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. The Arizona Workforce Connection also has a resource center available to employers.

**Arizona Chamber of Commerce and Industry / Arizona Manufacturers' Council**

1850 N. Central Ave., Suite 1433  
Phoenix, AZ 85004  
Tel: 602-248-9172  
Fax: 602-265-1262  
[www.azchamber.com](http://www.azchamber.com)

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

**Arizona Technology Council (ATC)**

One Renaissance Square  
2 N. Central Ave. Ste. 750  
Phoenix, AZ 85044  
Tel: 602-343-TECH(8324)  
Fax: 602-343-8330  
[www.aztechcouncil.org](http://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)**

1700 W. Washington, Suite 600  
Phoenix, Arizona 85007  
Tel: 602-771-1100  
[www.azcommerce.com](http://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)**

8655 E. Via de Ventura, Suite E-185,  
Scottsdale, Arizona 85258  
Tel: 480-874-9100  
[www.arizonamep.org](http://www.arizonamep.org)

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](http://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  
[info@azretailers.com](mailto:info@azretailers.com)

Protects the business interests of retailers throughout Arizona.

## Economic Development

### City of Show Low

Business Development  
180 N. 9<sup>th</sup> St.  
Show Low, AZ 85901  
928-532-4124  
[www.showlowaz.gov](http://www.showlowaz.gov)

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. 9<sup>th</sup> St.  
Show Low, AZ 85901  
Tel: 928-532-4124  
[www.showlowmainstreet.org](http://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](http://www.showlowchamber.com)

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

Promotes tourism related activities and attracts events and convention business to Show Low.

### Arizona Commerce Authority (ACA)

1700 W. Washington, Suite 600  
Phoenix, Arizona 85007  
Tel: 602-771-1100  
[www.azcommerce.com](http://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](http://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 Services**

Tel: 928-536-6257

[www.collegecentral.com/npc/Employer.cfm](http://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.

### **Workforce Investment Act (WIA)**

2500 E. Cooley St., Suite 410

Show Low, AZ 85901

Tel: 928-532-4316

Fax: 928-532-4364

[www.arizonaworkforceconnection.com](http://www.arizonaworkforceconnection.com)

Provides companies 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. The Arizona Workforce Connection 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. The Arizona Workforce Connection also has a resource center available to employers.

### **NPC Business & Industry Training**

Tel: 928-536-6239

<http://www.npc.edu/degrees-courses/training-short-courses/business-and-industry-training>

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



## Human Resources Assistance

### **Corder Community Services**

650 N. Penrod Rd., Suite #B  
Show Low, AZ  
Tel: 928-532-0090  
[www.cordercommunityservices.com](http://www.cordercommunityservices.com)

Performs pre-employment background checks.

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

<http://www.uscis.gov/>

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.

### **SCF Arizona**

3030 N. 3rd Street  
Phoenix, AZ 85012-3068  
602-631-2600

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

### **Summit Healthcare Regional Medical Center Occupational Health Services**

2200 Show Low Lake Road  
Show Low, Arizona 85901  
Tel: 928-537-6328

Offers occupation physicals, work capacity assessments and urine drug screening.

### **OSHA**

[www.osha.gov](http://www.osha.gov)

Industrial Commission of Arizona  
800 W. Washington  
Phoenix, Arizona 85007-2922  
Tel: 602-542-4411

Consultation and Training Section  
800 West Washington  
Phoenix, Arizona 85007-2922  
Tel: 520-628-5478

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](http://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](http://www.sba.gov/about-offices-content/2/3097)

### **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: 928-532-2273

[www.rurdev.usda.gov/AZHome.html](http://www.rurdev.usda.gov/AZHome.html)

### **SBA Northern Arizona Office**

1204 E. Cooley, Suite E

Show Low, AZ 85901

Tel: 928-532-0034

Fax: 202-481-0485

[www.sba.gov/az](http://www.sba.gov/az)

Provides financial assistance to small businesses.

### **Mountain West Small Business Finance**

3880 Stockton Hill Rd, Suite 103-151

Kingman, AZ 86409

Tel: 928-692-9440

Cell: 928-303-4554

Fax: 928-692-9411

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

### **Arizona Job Training Program**

Information: 602-771-1181

[www.azcommerce.com/jobtraining.aspx](http://www.azcommerce.com/jobtraining.aspx)

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 \$18,423 annually (FTE \$8.86 per hour), not including benefits. Award amounts range from \$5,000 to \$8,000 per job with a single employer maximum of \$1,500,000.

### **Additional Depreciation**

Information: 602-716-6090

[www.azcommerce.com/assets/pdfs/incentives/Accelerated-Depreciation.pdf](http://www.azcommerce.com/assets/pdfs/incentives/Accelerated-Depreciation.pdf)

Additional depreciation schedule to encourage new capital investment by reducing personal property tax liability. The additional depreciation schedule is applied to the first five years of the property assessment and accelerates depreciation by five percentage points per year for five years:

- Year 1 = 30% of depreciated value.
- Year 2 = 46% of depreciated value.
- Year 3 = 62% of depreciated value.
- Year 4 = 78% of depreciated value.
- Year 5 = 94% of depreciated value.

After year 5, taxable value continues to be determined using Arizona Department of Revenue (ADOR) schedules. Applies to class 1 (commercial and industrial) and class 2 (agricultural) personal property.

### **Lease Excise Tax Program**

Information: 602-280-1300

[www.azcommerce.com/assets/pdfs/incentives/Lease-Excise-Tax.pdf](http://www.azcommerce.com/assets/pdfs/incentives/Lease-Excise-Tax.pdf)

The Government Property Lease Excise Tax Program has been established by the State of Arizona and is available to businesses that lease parcels from the City rather than own them outright. All real property tax has been waived and replaced with an excise tax that is an established rate per square foot and based upon the type of use. The rate is reduced every ten years by 20% until it reaches the 51st year, when the tax drops to zero.

### **Arizona Quality Jobs Program**

Information: 602-771-1132

[www.azcommerce.com/assets/pdfs/incentives/Quality-Jobs-Tax-Credit-Program.pdf](http://www.azcommerce.com/assets/pdfs/incentives/Quality-Jobs-Tax-Credit-Program.pdf)

Provides Arizona income tax credits for companies creating new jobs and investing in Arizona. The credit is valued at up to \$9,000 over a 3-year period per each new employee and offers a 5-year carry forward provision for any unused tax credits.

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. The Quality Jobs Tax Credit Program is capped at 10,000 jobs being claimed each year by all participants; whereas a taxpayer is limited to a maximum of 400 new jobs per year.

### **Solar Energy Tax Credit**

Information: 602-771-1132

[www.azcommerce.com/commercialsolar.aspx](http://www.azcommerce.com/commercialsolar.aspx)

Provides businesses that install a solar energy device at its Arizona facility a tax credit equal to 10% of the installed cost of the solar energy device not to exceed \$25,000 in credits for one building in a single tax year and \$50,000 total credits per business per tax year. Tax credits can be used to offset Arizona income tax liability and any unused credit amounts can be carried forward for a five-year period.

**Pollution Control Tax Credit****Information:** 800-352-4090

[www.azdor.gov/LinkClick.aspx?fileticket=4SCCON6vAeA%3d&tabid=252&mid=870](http://www.azdor.gov/LinkClick.aspx?fileticket=4SCCON6vAeA%3d&tabid=252&mid=870)

Provides a 10% income tax credit on the purchase price of real or personal property used to control or prevent pollution.

**Sales Tax Exemption for Manufacturing****Information:** 602-716-6791

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; and machinery or equipment used in research and development.

**Research and Development Income Tax Credit****Information:** 602-280-1300

[www.azcommerce.com/randtaxcredit.aspx](http://www.azcommerce.com/randtaxcredit.aspx)

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.

**Healthy Forest Enterprise Incentives Program (HF)****Information:** 602-771-1132

[www.azcommerce.com/healthyforest.aspx](http://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:

- Reduction of Use Fuel Tax from 26 cents to 13 cents a gallon for use class motor vehicle.
- Transaction Privilege Tax Exemption (TPT) 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 (reclassification of property from Class One (25 % assessment ratio) to Class Six (5% assessment ratio) for a period of five years.
- Arizona income tax credit earned over a three-year period for each net new job created, totaling up to \$3,000 per employee.

### **Incentives for Installing Energy Efficient Fixtures**

Information: 866-277-5605

Arizona Public Service Company (APS) has \$10 million budgeted in incentives for installing energy efficient features in public agency buildings, K-12 schools, commercial and industrial facilities.

### **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.

## **International Assistance**

### **Small Business Administration 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](http://www.export.gov/arizona)

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

### **Arizona Commerce Authority International Business Services**

1700 W. Washington St., Suite 600

Phoenix, AZ 85007

Tel: 602-771-1192

[www.azcommerce.com/services/international-business-services.aspx](http://www.azcommerce.com/services/international-business-services.aspx)

Assists small and medium sized Arizona companies with their exporting efforts. Also helps market Arizona to foreign companies as an excellent location for their U.S. expansion.

### **US Department of Commerce International Trade Administration**

#### **Phoenix Export Assistance Center**

2901 N. Central Ave., Suite 970

Phoenix, AZ 85012

Tel: 602-640-2513

Fax: 602-640-2518

[www.azexport.com/](http://www.azexport.com/)

#### **Tucson Export Assistance Center**

166 W. Alameda

Tucson, AZ 85701

Tel: 520-670-5540

Fax: 520-791-5413

Enhances global competitiveness of Arizona Businesses. Expands market access; develops international trade policies; provides strategic research, advocacy and export promotion.

## **Tax Requirements**

### **Federal Taxes**

Internal Revenue Service  
210 East Earll Dr.  
Phoenix, AZ 85012  
Tel: 602-207-8031  
[www.irs.gov/localcontacts/article/0,,id=98256,00.html](http://www.irs.gov/localcontacts/article/0,,id=98256,00.html)

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

### **Navajo County Taxes**

Navajo County Treasurers Office  
100 East Carter Drive  
South Highway 77  
P.O. Box 668  
Holbrook, AZ 86025  
Tel: 928-532-6006 (Show Low)  
[www.navajocountyaz.gov/treasurer/](http://www.navajocountyaz.gov/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](http://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: 602 255-3381 or  
602 255-2060  
[www.revenue.state.az.us/](http://www.revenue.state.az.us/)

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.ci.show-low.az.us/departments/finance/](http://www.ci.show-low.az.us/departments/finance/)

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  
[www.azsos.gov/business\\_services/filings.htm](http://www.azsos.gov/business_services/filings.htm)

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

**Patent and Trademark Depository  
(PTDL)**

Noble Science and Engineering Library  
Arizona State University  
601 E Tyler Mall  
Tempe, AZ 85281  
Tel: 480-965-6164  
[www.asu.edu/lib/libraries/science](http://www.asu.edu/lib/libraries/science)

Receives and keeps on file patent and trademark information from the U.S. Patent and Trademark Office.

**Registering/Licensing Your Business**

**Arizona Department of Revenue  
Business Registration**

Tel: 800-843-7196  
[www.aztaxes.gov/default.aspx](http://www.aztaxes.gov/default.aspx)

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 12 under "Trademark and Trade Name."

**City of Show Low Business Licensing**

180 N. 9<sup>th</sup> St.  
Show Low, AZ 85901  
Tel: 928-532-4041

<http://ci.show-low.az.us/departments/zoning/pdf/BusinessLicense/2010/Business%20License%20App-Final.pdf>

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