



CITY OF AZTEC

Doing Business in Aztec

Helpful Checklist and Resource Guide

Provided in support of your business; the City highly recommends businesses utilize these resources.

Tier 1: Urgent Items

Checklist Item	Agency Resource(s) <i>See attached Guide</i>	Cost	Complete
<ul style="list-style-type: none"> Prepare a Business Plan and Marketing Plan (if separate from Business Plan) 	- Small Business Development Center	FREE	
<ul style="list-style-type: none"> Seek Business Counseling 	- Small Business Development Center	FREE	
<ul style="list-style-type: none"> Talk to the City of Aztec to see if your business may qualify for assistance from the Local Economic Development Act 	- City of Aztec Community Development Department	FREE	
<ul style="list-style-type: none"> Acquire a Federal Tax Identification Number (EIN) 	- Internal Revenue Service	FREE	
<ul style="list-style-type: none"> Acquire a State of NM CRS Identification Number 	- NM Taxation and Revenue Department	FREE	
<ul style="list-style-type: none"> Develop an accounting process and ensure you are meeting accounting requirements; select an accountant 	- Accountants (see Aztec Chamber of Commerce for referrals)	Fees May Apply	
<ul style="list-style-type: none"> Select an Attorney and meet with them so you have an established relationship, should you need legal assistance 	- Attorneys (see Aztec Chamber of Commerce for referrals)	Fees May Apply	

Tier 2: Priority Items

Checklist Item	Agency Resource(s) <i>See attached Guide</i>	Cost	Complete
<ul style="list-style-type: none"> Review City of Aztec Business License and Land Use Codes to ensure you have all necessary licenses and that the business location you are considering is appropriately zoned for your business, if it is not find a new location or seek a zone change 	- City of Aztec Community Development Department	Fees May Apply	
<ul style="list-style-type: none"> Business License and additional licenses as necessary (food permit, etc.) 	- Agencies will vary – consult the City of Aztec Community Development Department for additional information	Fees May Apply	
<ul style="list-style-type: none"> If you are constructing a building or installing signs consult the city regarding sign, land use and building code requirements. 	- City of Aztec Community Development Department	Fees May Apply	
<ul style="list-style-type: none"> Contact the Department of Labor for information on workforce regulations, even if you do not have employees (unemployment, OSHA, payroll, self-employment etc.) 	- Department of Workforce Solutions	FREE	
<ul style="list-style-type: none"> Set up utilities at your new facility 	- City of Aztec Community Development Department	Fees May Apply	

Tier 3: Secondary Items

Checklist Item	Agency Resource(s) <i>See attached Guide</i>	Cost	Complete
<ul style="list-style-type: none"> Locate resources your business may need that you do not have (conference rooms, copy service, etc.) 	<ul style="list-style-type: none"> Enterprise Center Aztec Public Library Aztec Chamber of Commerce 	Fees May Apply	
<ul style="list-style-type: none"> Find tax incentives (if applicable) 	<ul style="list-style-type: none"> Four Corners Economic Development, Inc. 	FREE	
<ul style="list-style-type: none"> Hire employees 	<ul style="list-style-type: none"> Department of Workforce Solutions 	Fees May Apply	
<ul style="list-style-type: none"> Help employees relocate, if necessary 	<ul style="list-style-type: none"> City of Aztec Visitor Center 	FREE	
<ul style="list-style-type: none"> Train employees 	<ul style="list-style-type: none"> San Juan College Center for Workforce Training Four Corners Economic Development, Inc. Aztec Chamber of Commerce 	Fees May Apply	
<ul style="list-style-type: none"> Grand Opening and Ribbon Cutting 	<ul style="list-style-type: none"> Aztec Chamber of Commerce 	FREE	
<ul style="list-style-type: none"> Place advertisements for your business in area newspapers and magazines 	<ul style="list-style-type: none"> Local Media Outlets 	Fees May Apply	
<ul style="list-style-type: none"> Become a fan of the City of Aztec's Facebook and Twitter pages, stay informed about events occurring in your community, and begin networking with local businesses and future clients. 	<ul style="list-style-type: none"> http://www.facebook.com/aztecnewmexico http://twitter.com/CityOfAztec 	FREE	
<ul style="list-style-type: none"> Attend the City of Aztec Commission meetings to stay up to date on Aztec's government and community and to provide comment to City Commissioners on anything you are concerned about or would like to see in your community. 	<ul style="list-style-type: none"> Meetings are held on the second and fourth Tuesday of every month at 6:00 p.m.; for an agenda please consult www.aztecnm.gov 	FREE	
<ul style="list-style-type: none"> Attend Aztec Economic Development Advisory Board meetings to see what Aztec is doing about business support, retention, growth and recruitment and talk to the Board about things the City could do to help your business. 	<ul style="list-style-type: none"> Meetings are held on the third Thursday of every month at 8:00 a.m.; for an agenda please consult www.aztecnm.gov 	FREE	
<ul style="list-style-type: none"> Register to become a prospective vendor for the City of Aztec by completing a Vendor Registration Form. 	<ul style="list-style-type: none"> City of Aztec Finance Department 	Insurance Certificate (listing City as adtl. insured)	
<ul style="list-style-type: none"> If applicable, refine your manufacturing/production processes and improve your product. 	<ul style="list-style-type: none"> NM Manufacturing Extension Partnership NM Small Business Assistance Program 	FREE	