

# SMALL BUSINESS CONTINUITY GRANTS

Administered locally by the City of Deming,  
County of Luna, and Village of Columbus

# WHERE'S THE MONEY COMING FROM?



## Federal

The funds for this grant are coming from the federal CARES Act.

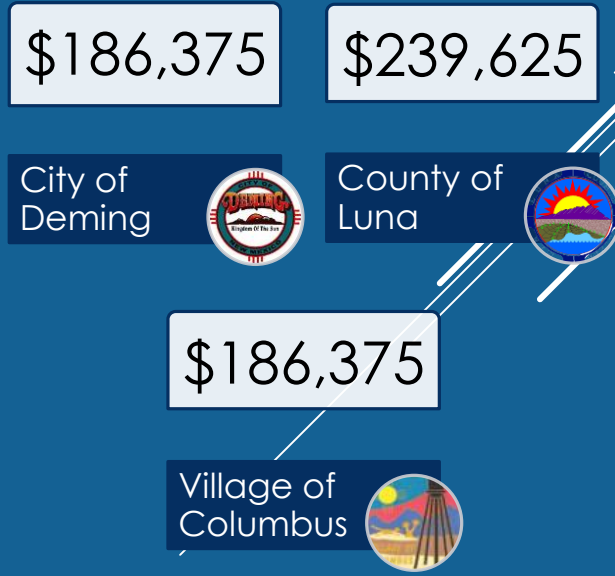


## State

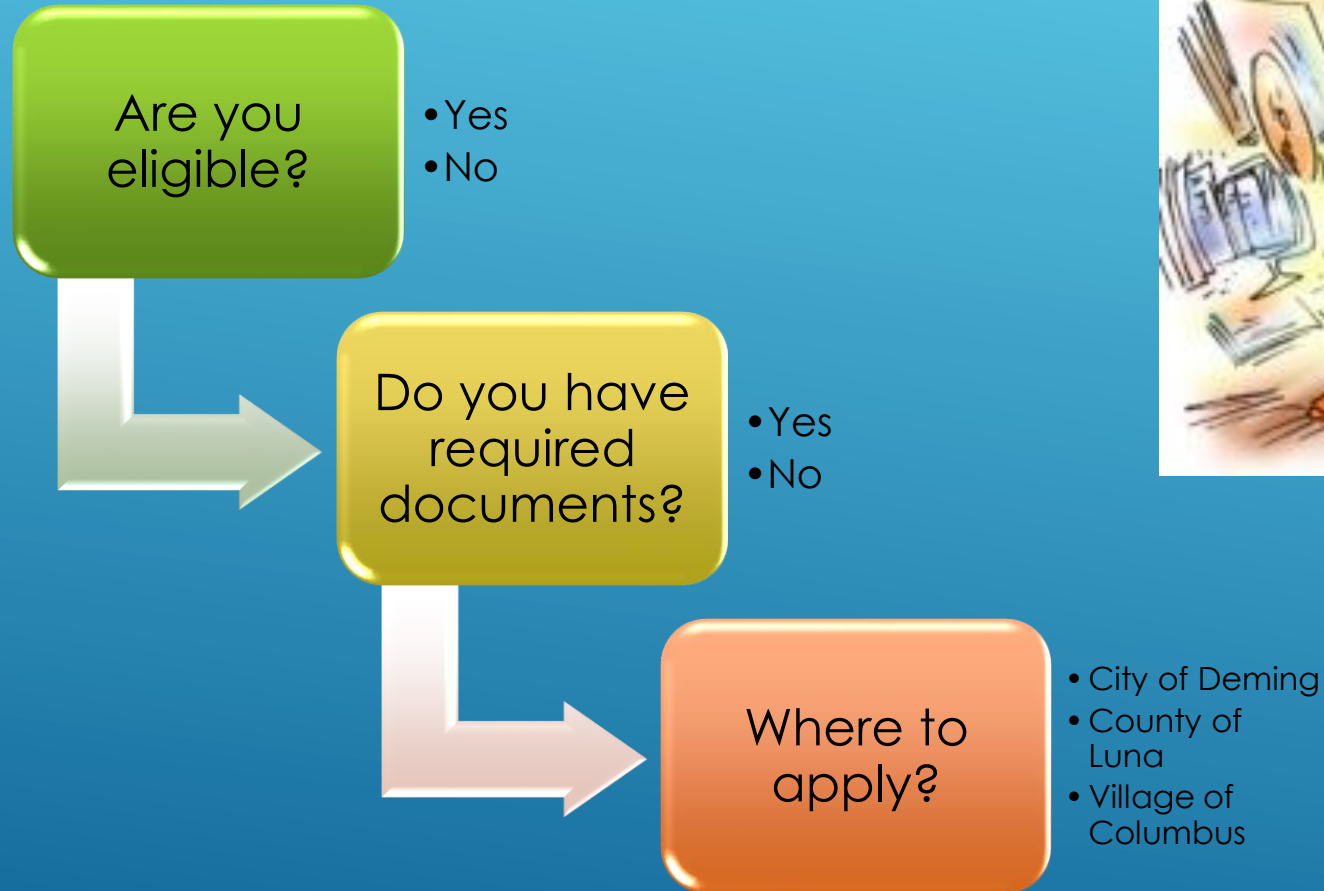
The State of New Mexico received the federal CARES funding.



## Local



# APPLYING FOR THE SMALL BUSINESS CONTINUITY GRANTS



# Basic Eligibility Requirements

- ▶ Have a physical location in Deming City Limits (headquartered in NM)
- ▶ Employ 50 people or less (2 part time= 1 full time)
- ▶ Annual Revenues of \$2 Million or less
- ▶ Business Start Date no later than March 1, 2019
- ▶ Business must have been mandated to close or had severely curtailed business operations as a result of mandated closure orders due to COVID-19 Pandemic

## Where to Apply?

- ▶ City of Deming if physically located in City limits (application online)
- ▶ County of Luna if located within county—NOT IN Columbus or Deming (application online)
- ▶ Village of Columbus if located within village limits (contact Mayor Salas)

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

# Required Documents

- ▶ Certificate of Good Standing from State of NM (if applicable)
- ▶ Copy of current local business license
- ▶ Copy of Payroll Reports from January 1, 2020-present
- ▶ Quarterly Gross Receipts Reports March 2019-Present
- ▶ Most recent taxes documenting taxable net revenues (not to exceed \$2M)
- ▶ Unemployment insurance tax documentation for 4<sup>th</sup> quarter (Oct-Dec) of 2019
- ▶ Completed W-9
- ▶ Receipts/invoices/proof of payment for eligible reimbursements
- ▶ Exhibit 3-Payroll Documentation (if applicable)

Services 1

Office of the Secretary of State is the filing office for businesses in New Mexico, and maintains records related to businesses and commercial filings. To search public records, please select one of the buttons below. In order to generate a report, request copies and certificates of good standing, or perform other online transactions, you must create an account and/or log in at right under User Login.

**Public Filings**

- Business Search
- Officer(s) / Director(s) / Registered Agent Search
- UCC Search
- Notary Public
- Trademarks Search
- Acceptance of Service
- Authentications Search
- Facsimile Search of Authorized Officer
- Certificate Validation (Good Standing)
- Verify Certificate of Existence
- Verify Certificate of Status
- Verify Certificate of Non-Existence
- Corporations Forms & Fees
- Partnerships Forms & Fees
- How to File an online Annual Report
- How to File online for Domestic Limited Liability Company
- How to Register as Notary Public

Office of the New Mexico Secretary of State Attn: Business Services Division 325 Don Gaspar – Suite 100  
New Mexico 87501 WEBSITE: <http://www.sos.state.nm.us/>

3

Entity Name / DBA Name: Deming Luna County Economic Deve  
Business ID #: \_\_\_\_\_

User Name: \_\_\_\_\_  
Password: \_\_\_\_\_

portal.sos.state.nm.us/BFS/online/CorporationBusinessSearch

Business and Business Services  
Secretary of State

Search Results

- S
- N
- D
- U
- Ir
- C
- Li
- E

Entity Name / DBA Name: Deming Luna County Economic Deve  
Business ID #: \_\_\_\_\_

[Agent Search](#)

Each screen where you may search for entities registered in New Mexico. In order to search for entities registered in New Mexico, you must create an account and log into your account to search for entities registered in New Mexico. To

# CERTIFICATE OF GOOD STANDING

- ▶ <https://portal.sos.state.nm.us/BFS/online/>
- ▶ Search your business
- ▶ Click on your business and print

Sole proprietorships and partnerships will not have this.

# BUSINESS LICENSE

CITY OF MISSOULA - MISSOULA MT

PLEASE POST IN PUBLIC VIEW

JORDAN CONSTRUCTION

232 HILDA AVE  
MISSOULA MT 59801

LICENSE NUMBER: BL20040542

GRANTED TO: JORDAN CONSTRUCTION

TO CONDUCT THE BUSINESS OF: WINDOW & DOOR INSTALLATIONS

FROM: 2232 HILDA AVE MISSOULA MT

ISSUE DATE: 01/21/2011

ISSUED IN ACCORDANCE WITH THE PROVISIONS OF THE CITY OF MISSOULA MUNICIPAL CODE, AS AMENDED, LICENSE IS HEREBY GRANTED TO OPERATE THE BUSINESS REFERENCED ABOVE

EXPIRATION DATE: 02/29/2012



DEPARTMENT OF BUSI

ISSUED BY: DIGIANDOO INITIALS: DD FEES PAID: 74.00 ENTERED DATE: 01/21/2011 TIME: 11:52 AM RECEIPT #

# CURRENT BUSINESS LICENSE

CITY OF DEMING: GINA GENTILE  
[GGENTILE@CITYOFDEMING.ORG](mailto:GGENTILE@CITYOFDEMING.ORG)

COUNTY OF LUNA: COUNTY CLERK  
**546-0491**

[Office Locations](#)
[Contact Us](#)
[Select Language](#)

[Job Seekers](#)
[Workers](#)
[Businesses](#)
[Researchers](#)
[Workforce Boards](#)
[Find a Job](#)

# Unemployment Insurance Tax Information

[Unemployment for a Business](#) > [Unemployment Insurance Tax Information](#)

## Unemployment Insurance Tax Rates and How UI Tax Rates are Calculated for New and Contributing Employers

### The Unemployment Insurance Tax & Claims System

[Register Now](#)

[Employer Login](#)

[Agent Login](#)

Employers can register a new business, login to initiate account maintenance and authorize access for an agent who does business on your behalf.

Agents can login to register as a Third Party Administrator.

Employers subject to Unemployment Insurance taxes must register with the Department of Workforce Solutions (DWS) on to the Unemployment Insurance Tax Self-Service System (UISS). After registering with DWS, employers will receive an Employer Identification Number (EAN) that must be used for reporting all business with DWS. Employers will also receive a notice regarding Unemployment Insurance Tax Information.

**Employer Forms and Templates**

- [Employer Forms](#)
- [Employer Activation](#)
- [Assign a Third Party Administrator](#)
- [Guide](#)

**Wage File Forms and Templates**

- [Standardized File Format for Reporting](#)
- [Wage Reports and Specifications](#)
- [Wage Report](#)
- [Wage Report](#)

# COPY OF PAYROLL JANUARY 1-PRESENT

- ▶ Don't include social security numbers/personal information for employees—only their names/employee ID
- ▶ March 31 and June 30 for quarterly reports submitted to NM Workforce Solutions
- ▶ <https://www.dws.state.nm.us/UI-Tax-Information>

Tax Relief for COVID—19: Extension of Time to File New Mexico Taxes [Click Here](#) for more information.

Welcome to New Mexico's Taxpayer Access Point (TAP)

LOG IN

Lagon  
  
 Password

Logon

[Forgot Password?](#)

[Forgot Logon?](#)

CREATE A LOGON

[Sign up now](#)  
[Why sign up?](#)

GENERAL TASKS

[Make a Payment](#)  
[Submit a Document](#)  
[Retrieve a Saved Submission](#)

BUSINESSES

[Apply for a CRS ID](#)  
[Check CRS Status](#)  
[View CRS Location Rates](#)  
[Update My Employer ID](#)  
[Apply for Oil and Gas Severance Taxes](#)  
[Oil & Gas Severance Reports](#)

PERSONAL INCOME

[Where's My Refund?](#)  
[View Your 1099-G Statement](#)

COMMERCIAL VEHICLE CARRIERS

[Lookup Weight Distance Number](#)  
[Purchase Weight Distance Permits](#)

**Warning:** As a security feature, this application will time out after 30 minutes of inactivity. Your information will NOT be saved after this time out.  
 Copyright © 2016 State of New Mexico - All rights reserved.

# GROSS RECEIPTS MARCH 2019- PRESENT

- ▶ Helps identify financial loss
- ▶ Just use quarterly reports from NM Tax & Rev.
- ▶ NM Tax & Revenue Department
- ▶ <https://tap.state.nm.us/tap/>



**1120S**

# U.S. Income Tax Return for an S Corporation

▶ Do not file this form unless the corporation has filed or is filing Form 2553 to elect to be an S corporation. Information about Form 1120S and its separate instructions is at [www.irs.gov](http://www.irs.gov).

▶ Information about Form 1120S or tax year beginning . 2015, ending

Department of the Treasury  
Internal Revenue Service

election effective date

TYPE

Name

Number, street, and room or suite no. If a P.O. box see instructions.

# MOST RECENT TAXES

Provide your most recent tax filings

business number (see instructions)

PRINT

City or town, state or province, country, and ZIP or foreign postal code

Is the corporation electing to be an S corporation beginning with this tax year?  Yes  No

Check if: (1)  Final return (2)  Name change (3)  Address change (4)  Amended return

year or shareholders who were shareholders during any part of the tax year

See the instructions for information and expenses on lines 1a through 20.

1a

1b

# UNEMPLOYMENT INSURANCE

The screenshot shows the website for the New Mexico Department of Workforce Solutions. At the top, there are social media icons for YouTube, Twitter, Instagram, and Facebook, followed by a link for "Office Locations". Below this is a navigation menu with options: "Job Seekers", "Workers", "Businesses", "Researchers", and "Workforce Boards". The main heading is "Unemployment Tax Forms (1099)". Below the heading is a breadcrumb trail: "Home > Unemployment > Unemployment for an Individual > Unemployment Tax Forms (1099)". The main content area contains three paragraphs of text. The first paragraph states that by January 31, all 1099-Gs will be mailed out to individuals who had claimed Unemployment Insurance (UI) benefits in the previous calendar year, and that in January, users will be able to log into the UI Tax & Claims System to view their 1099-G. The second paragraph explains that once logged into the New Mexico Workforce Connection Online System, users can log in to the UI Tax & Claims System by clicking on "Unemployment Insurance" on the left-hand side of the screen under the "Quick Menu." After logging in, users can view their 1099-G by clicking on "View Correspondence" on the menu on the left-hand side of the screen. The third paragraph states that if there is a discrepancy on a 1099-G, or if there are questions or a need for information, users should contact a UI Customer Service Agent at 877-664-6984, Monday-Friday 8 a.m. to 4:30 p.m.

- ▶ Can be found in your NM Workforce Solutions Login
- ▶ <https://www.dws.state.nm.us/en-us/Unemployment/Unemployment-for-an-Individual/Unemployment-Tax-Forms-1099#:~:text=Once%20logged%20in%20to%20the,G%20by%20clicking%20on%20%22View>

orm **W-9**

(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

### Request for Taxpayer Identification Number and Certification

Give  
requ  
send

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
Directed Trust Company FBO John Doe IRA

**2** Business name/disregarded entity name, if different from above  
ABC Investments, LLC

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.  
 Individual/sole proprietor or single-member LLC   
 C Corporation   
 S Corporation   
 Partnership   
 Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_  
**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  
 Other (see instructions) ▶ \_\_\_\_\_

**4** Exemptions (see instructions on page 3)  
Exempt payee code \_\_\_\_\_  
Exemption from FICA code (if any) \_\_\_\_\_  
(Applies to accounts maintained by the requester)

**5** Address (number, street, and apt. or suite no.) See instructions.  
123 LLC Mailing Address Way

**6** City, state, and ZIP code  
City, State, Zip

**7** List account number(s) here (optional)  
123456 (IRA account number, optional)

Requester's name and address (optional)

#### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

				-			-
--	--	--	--	---	--	--	---

**or**

**Employer identification number**

1	2	-	3	4
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# COMPLETED W-9

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

# EXHIBIT 3-PAYROLL BACKUP DOCUMENTATION FORM

Exhibit 3 - Copy - Last Modified:

Home Insert Page Layout Formulas Data Review View Help Search

Cut Copy Paste Format Painter Clipboard Font Alignment Number

Times New Roman 11 A A Wrap Text Accounting \$ % 0.00 00

E8 0

1 **EXHIBIT 3**

2 **2020 NM Small Business Corona Virus Relief Fund**

3 **Payroll Backup Documentation Form**

4 **Eligible Dates for Reimbursement: March 16,2020- Present (Excluding dates that you may have received PPP or EIDL reimbursement for employees.)**

			How does work performed relate to COVID-19?	Total Amount Paid (not reimbursed through PPP or EIDL between 3/16/20-Present)	Date(s) Paid
5	<b>Date(s) Worked</b>	<b>Employee Position</b>	<b>Description of Position</b>		
6				\$ -	
7				\$ -	
8				\$ -	
9				\$ -	
10				\$ -	
11				\$ -	
12				\$ -	
13				\$ -	
14				\$ -	
15				\$ -	
16				\$ -	
17				\$ -	
18				\$ -	
19				\$ -	

Sheet1



COPIES OF  
RECEIPTS/INVOICES/PROOF  
OF PAYMENT FOR ELIGIBLE  
EXPENSES



# ELIGIBLE EXPENSES FOR REIMBURSEMENTS

There are two categories for eligible expenses to get reimbursed:

1. Business Continuity
2. Business Redesign



## ELIGIBLE EXPENSES UNDER BUSINESS CONTINUITY

- ▶ Non-owner employee payroll (this is where exhibit 3 will be required)
- ▶ Rent
- ▶ Scheduled mortgage payments
- ▶ Insurance
- ▶ Utilities
- ▶ Marketing

A decorative graphic on the left side of the slide features several interlocking gears of various colors (dark blue, teal, red, light blue). Each gear contains a different business-related icon: a laptop with a bar chart and speech bubbles, a presentation board with a line graph, a pair of scales, and a pie chart. The background is a light beige color with faint, larger gear patterns.

# ELIGIBLE EXPENSES UNDER BUSINESS REDESIGN

- ▶ Reconfiguring physical space
- ▶ Installing plexiglass barriers
- ▶ Purchasing web-conferencing or other technology to facilitate work-at-home
- ▶ PPE for employees
- ▶ Temporary structures to mitigate the spread of COVID-19





**City of Deming**

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**County of Luna**

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[premal\\_patel@lunacountynm.us](mailto:premal_patel@lunacountynm.us)  
575-543-6641



**SBDC-Deming**

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# CONTACT INFORMATION