



Florida Non-Medical Home Care

Registration for your agency license can be obtained through the *Agency for Health Care Administration*. To get started, read through the web links and information below which will connect you to the AHCA and several other critical state and federal departments.

Home Care Licensing

To register for the required home care license in Florida you must first request an application packet. To proceed with this request you must contact the:

Agency for Healthcare Administration- Home Care Unit (<http://www.fdhc.state.fl.us/>)

2727 Mahan Dr.

Tallahassee, FL 32308

(send a brief note requesting the application packet for registration)

To call the Home Care Unit

Contact: Jackie Clawson

(850) 414-6010

Homemaker Companion Registration - \$6.00

Nurses Registry License - \$7.00

Registering Your Business Name

"Registering a business in Florida may require an entity to register not only at the State level but also with the local county government. Corporate entities are usually required to register with the Division of Corporations, while many professions are required to register with the Department of Business and Professional Regulation. County occupational licenses are usually obtained from the local county government." (Taken from the Florida Department of State website.)

The Department of State site also provides employers with direct links to **Entity Registrations** (http://www.dos.state.fl.us/doc/form_download.html). Choose the **Articles of the Organization** link to view instructions and forms to begin operating under the legal structure you choose for your business.

For additional information about starting your business and accessing online forms, visit the **Florida State** (<http://www.myflorida.com/>) website and choose the **Business** link on the left.

Federal Employer Identification Number (FEIN)

A Federal Employment Identification Number is required of all home care companies who will have employees. You may apply (Form SS-4) for an FEIN by calling the Business and Specialty Tax Line weekdays between 7 a.m. and 10 p.m. Eastern time at 1-800-829-4933. You may also apply online using the **Internet EIN Application**. For more information visit www.irs.gov/businesses.

State Income Tax Withholding

Florida does not have income tax; therefore there is currently no state tax withheld from employee paychecks.

Workers' Compensation

To find answers to questions such as:

- Who needs Workers' Compensation coverage?
- How does an employer obtain this insurance?

Follow this link to the [Division of Workers' Compensation \(http://www.fldfs.com/WC/index.htm\)](http://www.fldfs.com/WC/index.htm) .
If you have additional questions contact the Customer Service Unit at (850)413-1601.

Unemployment Compensation

"You, the employer, pay for unemployment compensation through a tax administered by the Florida Department of Revenue. It is one of your business costs. Workers do not pay any part of the unemployment tax and employers must not make payroll deductions for this purpose. The tax rate for new employers is .0270 (2.7 percent)."

"The first \$7,000 in wages paid to each employee during a calendar year is taxable. Any amount over the \$7,000 is considered excess wages and is not subject to tax. Excess wages can never be greater than gross wages."
(Information courtesy of the [State of Florida Department of Revenue \(http://www.myflorida.com/dor/uc/GT-800058.html#who\)](http://www.myflorida.com/dor/uc/GT-800058.html#who) website.

To contact the Department of Revenue:
call during offices hours - Monday through Friday 8am to 7pm (ET)

- 800-367-8331
- 850-488-1115

State Management of Medicaid

For any questions about Florida state regulations on Medicaid for your business, please contact the

[Agency for Health Care Administration of Florida \(http://www.fdhc.state.fl.us/\)](http://www.fdhc.state.fl.us/)
P.O. Box 13000
Tallahassee, FL 32317-3000
Local: 1-850-488-3560
Toll-Free: In-State Calls Only 1-866-762-2237

Information on this page is believed accurate as of the most recent update, January 26, 2006.

This guide is meant as a starting point for business creation research, and may not be complete or current.
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