



## Illinois Non-Medical Home Care

Starting a non-medical home care agency in Illinois is fairly basic once you complete the registration of your business name and entity. Below you will see 5 steps listed in completing this process. Several other links are provided to register with federal and state departments. Unlike many other states, Illinois does not currently have a license specifically for home care agencies; however it is subject to change as of September of 2008.

### Home Care Licensing

There is currently no required license in Illinois specifically for home care agencies. According to Senate Bill #0159 this is subject to change beginning September 1, 2008.

### Registering Your Business/Name

Illinois provides its new employers with an excellent online [Step-by-Step Guide To Starting a Business in Illinois](http://business.illinois.gov/step_by_step_guides.cfm) ([http://business.illinois.gov/step\\_by\\_step\\_guides.cfm](http://business.illinois.gov/step_by_step_guides.cfm)). We recommend reviewing this information before proceeding with your registration.

1. **Choose Legal Structure** - Before reserving your business name you must determine your businesses' legal structure. For example, if your business is going to operate as an LLC, there will be a filing fee of \$300 for a business name reservation.
2. **Business Name Search** - Prior to reserving your business name, it is important that the name you've chosen is not already being used by another Illinois business. Follow this link to the [Illinois Electronic Corporate Name Database](http://cdsprod.ilsos.net/corp.html) (<http://cdsprod.ilsos.net/corp.html>) to search for name availability.
3. **Register Business Name with County Clerk** - When the business name is different from the owner's full legal name, the "Assumed Name Act" requires you to register the business name with your county clerk's office, regardless of the structure of the business. [Find Your County Clerk](http://www.elections.state.il.us/ElectionAuthorities/ElecAuthorityList.aspx) (<http://www.elections.state.il.us/ElectionAuthorities/ElecAuthorityList.aspx>) office here.
4. **Reserve Business Name with the State** - You must also reserve your business name with the state. ([Application for Reservation of Name](http://www.cyberdriveillinois.com/publications/pdf_publications/bca410.pdf) / [http://www.cyberdriveillinois.com/publications/pdf\\_publications/bca410.pdf](http://www.cyberdriveillinois.com/publications/pdf_publications/bca410.pdf)) Complete the downloadable form and mail it along with the \$25 filing fee to:  
Secretary of State  
Department of Business Services  
Springfield, IL 62756
5. **Register Business Entity with the State** - However, in addition to reserving your business name with the state you will have to file a separate form to establish your business as an entity with the state, by designating your legal structure. Click here to [Register Your Company](http://business.illinois.gov/form_by_agency.cfm#sos) ([http://business.illinois.gov/form\\_by\\_agency.cfm#sos](http://business.illinois.gov/form_by_agency.cfm#sos)) with the Secretary of State. After linking to the page:
  - 1 - scroll down to the section titled *Office of the Secretary of State*
  - 2 - choose the *Forms and Fees* link that matches the legal structure of your business
  - 3 - choose the form for *Articles of Organization* which will establish your company as an operating entity with the state.

### 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](http://www.irs.gov/businesses).

### **State Income Tax Withholding**

The [Illinois Revenue](http://www.iltax.com/Businesses/TaxInformation/Payroll/) (<http://www.iltax.com/Businesses/TaxInformation/Payroll/>) website offers thorough information on employer State Tax Withholding.

- downloadable forms (Registration Form [REG-1](#))
- electronic processing
- and much more for all Illinois employers

### **Workers' Compensation**

To learn more about how to cover your employees with Workers' Compensation, visit the Illinois Business site that offers a [WC Start-Up Guide](http://business.illinois.gov/handbook.cfm) (<http://business.illinois.gov/handbook.cfm>) for new Illinois employers. (Scroll down to page 15 of this guide to view current requirements and processing for WC insurance.)

You can also contact the:

[Illinois Worker's Compensation Commission](http://www.iwcc.il.gov/) (<http://www.iwcc.il.gov/>)  
100 West Randolph, 8-200  
Chicago, Illinois 60601  
(312)814-6611

### **Unemployment Compensation**

As an employer you must register your business in Illinois within 30 days of the date you start to do business, if you hire employees. To receive an Illinois Unemployment Account number you can either [Register Electronically](#) or [Register By Mail \(UI-1 Form\)](#). <http://www.ides.state.il.us/employer/uitax/default.asp>

### **State Management of Medicaid**

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

[Illinois Department of Healthcare and Family Services](http://www.hfs.illinois.gov/)      <http://www.hfs.illinois.gov/>  
201 South Grand Avenue, East  
Springfield, IL 62763  
Local: 1-217-782-1200  
Toll-Free: 1-866-468-7543

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.  
Living Assistance Services, Inc. shall not be liable for errors or omissions