



Iowa Non-Medical Home Care

Iowa doesn't require you to carry a specialized home care license. Read below and view web links and phone numbers for your basic business start-up.

Home Care Licensing

There is no required license in Iowa specifically for home care agencies.

Business Start-up and Registration

The state of Iowa provides [A Guide to Iowa's Most Commonly Used Business Organizations](http://www.sos.state.ia.us/business/handbookintro.html) (<http://www.sos.state.ia.us/business/handbookintro.html>). When you link there you will receive information on topics such as:

- creating a business plan
- choosing a business structure
- registering your business and business name

"A trade name filing must be made by any person (sole proprietorship) or partnership engaged in business under a name different from their own true surname."

"In many states, it is recommended to file your *Doing Business As* (DBA/Trade name) before any use of the business name. In Iowa, a DBA filing is required within 30-60 days from the start of any business use and business activity."

"A trade name essentially informs the public "who" they are doing business with but registering does not create any proprietary rights in the name."

- Corporations or limited liability companies organized in this state or authorized to do business in this state do not file for a trade name.
- All other trade names are filed with the county recorder in the county where the business is located."

(Information courtesy of the [Secretary of State](http://www.sos.state.ia.us/index.html) website <http://www.sos.state.ia.us/index.html>)

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](http://www.irs.gov/businesses/small/article/0,,id=102767,00.html) (<http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>). For more information visit www.irs.gov/businesses.

State Income Tax Withholding

To register online for Employee State Tax Withholding, go to the Iowa Department of Revenue site and click on [Register](http://www.state.ia.us/tax/) (<http://www.state.ia.us/tax/>) for a tax permit. At the bottom of that page you can start this process.

To review the [Iowa Business Tax Registration form \(http://www.state.ia.us/tax/forms/78005.pdf\)](http://www.state.ia.us/tax/forms/78005.pdf).

Workers' Compensation

According to the **Division of Workers' Compensation** in Iowa, employers are required to provide WC insurance through a private insurance company or qualify as a self-insurer.

To read further on your responsibilities in providing Workers' Compensation for your employees either:

- visit the [Division of Workers' Compensation \(http://www.iowaworkforce.org/wc/index.html\)](http://www.iowaworkforce.org/wc/index.html) website
- call the DWC at (800) JOB-IOWA

Unemployment Compensation

Employers in Iowa are required to carry Unemployment Insurance if they:

- have at least one employee who works some portion of a day in 20 different calendar weeks
- have a total payroll of \$1,500 or more in a calendar quarter

Click here if this is your [First Time Filing \(http://www.iowaworkforce.org/ui/stawrs/70-5026.pdf\)](http://www.iowaworkforce.org/ui/stawrs/70-5026.pdf) for quarterly contributions.

Step One:

Visit the [Iowa Workforce \(http://www.iowaworkforce.org/ui/stawrs/aux2stawrs.htm\)](http://www.iowaworkforce.org/ui/stawrs/aux2stawrs.htm) website and file a [Report to Determine Liability \(Form 60-0126\) \(http://www.iowaworkforce.org/ui/stawrs/60-0126.pdf\)](http://www.iowaworkforce.org/ui/stawrs/60-0126.pdf)

Step Two:

After receiving confirmation of liability you must file an [Employer's Contribution and Payroll Report.\(http://www.iowaworkforce.org/ui/stawrs/65-5300.pdf\)](http://www.iowaworkforce.org/ui/stawrs/65-5300.pdf) (Form 65-5300)

For more information, call (515)281-4199 or visit the Workforce Development site.

State Management of Medicaid

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

[Department of Human Services of Iowa \(http://www.dhs.state.ia.us/dhs2005/dhs_homepage/\)](http://www.dhs.state.ia.us/dhs2005/dhs_homepage/)

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Local: 1-515-327-5121

Toll-Free: 1-800-338-8366

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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