



Kansas Non-Medical Home Care

Kansas doesn't require home care agencies to carry a specialized license for operating within their state. However, there are many other registrations, both for federal and state departments which must be completed. Read below to find links and other contact information to downloadable forms and online registration.

Home Care Licensing

There is no required license in Kansas specifically for home care agencies

Business Name Availability / Registering Your Business Name

When beginning your business you can easily check on the [Name Availability](http://www.kansas.gov/business/startup.html) (<http://www.kansas.gov/business/startup.html>) by searching through the state's business name database online.

Registering a business name in Kansas is very different from other states; mainly because *you don't have to register*. "Kansas does not have a fictitious name or trade name act, and has no means in which to register them." (Courtesy of [Steps to Success](http://kdoch.state.ks.us/KDOCHdocs/BD/Steps_To_Success.pdf) (http://kdoch.state.ks.us/KDOCHdocs/BD/Steps_To_Success.pdf) – A Resource Guide to Starting a Business in Kansas, page 27.)

Registering a Business Entity

To register your business as an entity with the Secretary of State, you can click on the following link and quickly and easily [Register Online](#), or print out a paper copy and register by mail. To view the various online registrations, scroll down through the list of legal structures on the web link provided above.

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

If you are required to withhold federal taxes from an employee in the state of Kansas, then you are also required to withhold state taxes. Therefore you must obtain a Kansas Withholding Tax number. To do this you must complete the [Business Tax Application Form CR-16](http://www.ksrevenue.org/pdf/forms/cr16.pdf) (<http://www.ksrevenue.org/pdf/forms/cr16.pdf>)

To file this form you can either:

- contact your nearest Kansas Department of Revenue office and ask for direct mail information
- visit the [Kansas Department of Revenue](http://www.ksrevenue.org/business.htm) (<http://www.ksrevenue.org/business.htm>) online and register immediately.
The application should be completed four weeks in advance of hiring employees. There is not a registration fee.

After your tax information has been processed with the state, you will receive a coupon book of Kansas Withholding Tax forms for the calendar year. This coupon book contains all of the filing forms that you will need for each of the filing periods.

Workers' Compensation

As an employer, you must secure Workers' Compensation if you earn more than \$20,000 in non-family payroll.

You can secure WC benefits in one of three ways:

- [Purchase a WC Insurance policy from a private insurance company](#)
- [Join a group-funded workers compensation pool](#)
- [Qualify as a Self-Insurer](#)

In Kansas you have the option of being an employer who supplies Workers' Compensation as a self-insured entity. If you are interested and would like to find out if you [Qualify as a Self-Insurer](#) (http://www.dol.ks.gov/wc/html/wcacnt_DBR.html), use this downloadable form and contact the Kansas Department of Labor for further instructions.

Kansas Department of Labor
Workers Compensation
800 SW Jackson, Suite 600
Topeka, KS 66612-1227
(800)332-0353

Unemployment Compensation

The Kansas Department of Labor offers an [Employers Handbook](#) (http://www.dol.ks.gov/ui/html/emphandpdf_DBR.html), for all of your questions about Unemployment Insurance. Click here to view this handbook and view topics such as:

- [Employer Liability](#)
- [Methods of Financing Unemployment Compensation](#)
- [Downloadable Forms](#)
- [And much more...](#)

State Management of Medicaid

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

[Department of Social and Rehabilitation Services of Kansas](#) (<http://www.srskansas.org/hcp/>)
915 SW Harrison Street
Topeka, KS 66612
Local: 1-785-274-4200
Toll-Free: 1-800-766-9012

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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