



## Montana Non-Medical Home Care

Montana requires completion of several federal and state registrations. Below you will find web links and contact information, as well as downloadable forms. Unlike many other states, Montana doesn't require a specialized license to operate a home care agency in their state. However, there is a required registration with the Secretary of State to operate as an official entity.

### Home Care Licensing

Montana does not require a *Home Care Agency* license.

### Registering Your Business / Name

#### Business Name Search

In Montana an employer is required to register their business name with the Secretary of State. Do a [Name Entity Search \(http://app.mt.gov/bes/\)](http://app.mt.gov/bes/) so as not to duplicate a business name already being used.

#### Business Registration

To view instructions and explanations on different state certificates of registration, link to the [Secretary of State \(http://app.mt.gov/bes/instruct.html\)](http://app.mt.gov/bes/instruct.html) site for entities. If you are simply interested in certifying your trade name, you will want to obtain a *Certificate of Fact*. There is a \$15 fee for this certificate for online processing.

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

### State Income Tax Withholding

In Montana every employer is required to withhold wages from their employees for state tax purposes. Click here to read through [Frequently Asked Q&A \(http://www.mt.gov/revenue/forbusinesses/withholding/withholdingfaq.asp\)](http://www.mt.gov/revenue/forbusinesses/withholding/withholdingfaq.asp) on this topic.

View and download State Tax Withholding (ETR) (<http://www.mt.gov/revenue/formsandresources/forms/ETR.pdf>) form, or follow this link to [Montana's Department of Revenue \(http://www.mt.gov/revenue/formsandresources/forms.asp#withholding\)](http://www.mt.gov/revenue/formsandresources/forms.asp#withholding) website and find links to an employer tax guide, tax tables, coupons and more. You can submit the ETR form either by mail or fax to the Montana Department of Revenue at the address given at the bottom of the form.

### Workers' Compensation

In Montana, all employers must provide Workers' Compensation Insurance.

- Insurance may be purchased from a private insurance company in Montana, authorized to sell Workers' Compensation.

- The Department of Labor and Industry can grant an employer the ability to be a self-insured business, once certain standards have been met.

## **Unemployment Compensation**

View and download the [registration form \(UI-1\)](http://uid.dli.mt.gov/tax/uitaxforms.asp) (<http://uid.dli.mt.gov/tax/uitaxforms.asp>) for Montana Unemployment Insurance.

Once you have completed the form you must mail it to:

UI Contributions Bureau  
PO Box 6339  
Helena, MT 59604-6339

Or fax to  
(406)444-0629

## **State Management of Medicaid**

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

[Montana Department of Public Health & Human Services](http://www.dphhs.mt.gov/) (<http://www.dphhs.mt.gov/>)

Division of Child and Adult Health Resources  
1400 Broadway, Cogswell Building  
P.O. Box 8005  
Helena, MT 59604-8005  
Local: 1-406-444-4540  
Toll-Free: In-State Calls Only 1-800-362-8312

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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