



Texas Non-Medical Home Care

Texas may seem overwhelming. To get you started, we're offering web links and contact information for various federal and state departments which regulate businesses within the state. Read through the information below, and take special note of the required home care agency license. Take advantage of the **4 Basic Steps** guide to get you started, but keep in mind that most registration forms require your Federal Employer Identification Number, so this might be the registration that you should complete first!

Home Care Licensing

To apply for a license for home care agencies in Texas, request an HCSSA application packet from the:
Texas Department of Human Services
John H. Winters Human Services Complex
701 West 51st Street
PO Box 149030
Austin, Texas 78714-9030
or fax your request to:
(512) 438-2213

You may not apply to independent contractor agencies.

Starting a Business

To read over **4 Basic Steps** in starting your Private Pay Home Care Business visit the [Economic Development and Tourism](http://www.tded.state.tx.us/guide/) (<http://www.tded.state.tx.us/guide/>) page. Each step provides a link to information on:

- [Business Structure and Name](#)
- [Business Tax Responsibilities](#)
- [Business Licenses and Permits by Business Types](#)
- [Business Employer Requirements](#)

Registering Your Business Name

You must register your business name with the county clerk and/or the [Secretary of State](http://www.sos.state.tx.us/) (<http://www.sos.state.tx.us/>) (Click on Business and Public Filings, then Filing Guide to access the link for filing a business name.) An **Assumed Name Certificate** must be filed in order to reserve the right to operate under that name. The fee for this certificate is \$25.00.

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

Texas does not have income tax; therefore there is currently no state tax withheld from employees.

Workers' Compensation

In most cases a Texas employer is NOT required to carry Workers' Compensation Insurance. To read further about what determines the necessity to carry WC insurance along with various other Q & A for employers, visit the [Texas Department of Insurance](http://www.tdi.state.tx.us/wc/information/employerresources.html#q1) (<http://www.tdi.state.tx.us/wc/information/employerresources.html#q1>) website for Workers' Compensation.

Unemployment Compensation

Any employer who pays at least \$1,500 in wages in a calendar quarter or has at least one employee during twenty different weeks in a calendar is required to pay for Unemployment Insurance.

To [Register for Unemployment Tax](http://www.twc.state.tx.us/ui/tax/uitaxreg.html) (<http://www.twc.state.tx.us/ui/tax/uitaxreg.html>) visit the Texas Workforce website.

State Management of Medicaid

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

[Health and Human Services Commission of Texas](http://www.hhsc.state.tx.us/) (<http://www.hhsc.state.tx.us/>)

4900 N. Lamar Boulevard

4th Floor

Austin, TX 78701

Local: 1-512-424-6500

Toll-Free: 1-888-834-7406

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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