



Utah Non-Medical Home Care

Utah employers are required to register with several federal and state departments. To complete this process use the web links and contact information provided below. You will notice that, unlike many other states, Utah doesn't have a specialized license to operate a home care agency. We recommend that you obtain a Federal Employer Identification Number before all registrations.

Home Care Licensing

In the state of Utah there is no required license for home care agencies.

Registering Your Business Name

The Utah state website provides employers with some [Tips for New Business Registrations](http://www.commerce.utah.gov/corporat/pdfforms/howtotips.pdf) (<http://www.commerce.utah.gov/corporat/pdfforms/howtotips.pdf>).

All businesses in Utah are required to register with the [Utah Department of Commerce](http://www.commerce.utah.gov/corporat/pdfforms/howtotips.pdf) (<http://www.commerce.utah.gov/corporat/pdfforms/howtotips.pdf>) as a "DBA" (Doing Business As), corporation, limited liability company or limited partnership. By clicking on the link above you can do a business entity search, to determine if the name you have chosen for your business is already being used in Utah. Along with the name search you can register your business with the DOC online.

Businesses are also required to obtain a business license from the city or county in which they are located.

To find out more about this registration contact the Department of Commerce at the following toll-free number or click on the link above.

Division of Corporations & Commercial Code
PO Box 146705
Salt Lake City, UT 84114-6705
Toll free – (877)526-3994

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

Employers are required to register for state tax withholding and acquire a State Withholding Number, if they have at least one employee. To complete this process, [Register Online](https://secure.utah.gov/osbr/user) (<https://secure.utah.gov/osbr/user>), or print out the form and mail it to the Tax Commission at the address below:

[Register by Mail](http://www.tax.utah.gov/business/registration.html#tc69) - click on this link... (<http://www.tax.utah.gov/business/registration.html#tc69>)

1. scroll down to the **Utah State Business and Tax Registration** section
2. click on the form **TC-69** and download the form, or fill it out on the computer
3. mail the completed form to the **Tax Commission** at the address provided at the top of the form.

*** There isn't any fee for registering for tax withholding with this form.

Workers' Compensation

All *Home Care* employers are required to carry Workers' Compensation Insurance. Workers' Compensation in Utah is regulated by the **Labor Commission of Utah** (<http://laborcommission.utah.gov/indacc/indacc.htm>). To purchase Workers' Compensation:

- contact a private insurance carrier authorized to sell Workers' Compensation
- contact **The Workers' Compensation Fund of Utah** (<https://www.wcgroup.com/wcfWebsite/homePage.do>)
- become a self-insured employer

*** The Workers' Compensation Fund of Utah will not turn away any employer for insurance coverage. To obtain coverage from The Workers' Compensation Fund of Utah call their toll free number at (800)446-2667 or visit their website.***

Unemployment Compensation

In Utah, Unemployment Insurance is required, if the business falls into the category of:

- Employer has paid wages of \$1 or more during a calendar quarter
- Business is subject to the Federal Unemployment Tax Act

Both of these categories apply to all home care agencies, therefore making UI a requirement.

Click here to **Register Online** (<http://jobs.utah.gov/ui/uiemreg.asp>) for Unemployment Insurance, through the Department of Workforce Services.

State Management of Medicaid

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

Utah Department of Health
Division of Healthcare Financing

To find the Health Department office nearest you, click on this **zip code finder** (http://health.utah.gov/eol/besinfo/zipcode_out.htm) link.

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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