



Vermont Non-Medical Home Care

Vermont does not require a specialized home care agency license within their state. However, there is a required entity registration with the Secretary of State. We recommend that employer's obtain their Federal Employer Identification Number first, because most if not all departments require this employer number in order to complete their application.

Home Care Licensing

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

Registering Your Business Name

All Home Care Agency employers must register their business with the Secretary of State. In addition, if you operate under a name other than the employer's name, you're required to register a trade name both with the state, and after your name has been processed, you must register then with the Town Clerk.

Visit the following link for access to [Information on Business Registration](http://www.sec.state.vt.us/corps/corpindex.htm) (<http://www.sec.state.vt.us/corps/corpindex.htm>) in Vermont, or use the links below to link directly to specific registration web pages.

Business Name - Search and Registration

Click on the following to link to the Secretary of State web page that provides a [Trade Name Search](http://www.sec.state.vt.us/seek/keysrch.htm) (<http://www.sec.state.vt.us/seek/keysrch.htm>) to rule out business names that are already being used and verify that the one you have chosen won't be rejected.

After you have determined that you can use your business name you can file it by linking to this [Downloadable Registration Form](http://www.sec.state.vt.us/tutor/dobiz/forms/tradeapp.htm) (<http://www.sec.state.vt.us/tutor/dobiz/forms/tradeapp.htm>). There is a \$40 fee that must accompany the completed form.

Business Entity - Registration

To register your business with the state, you must first choose the **Legal Structure** for your business.

For example, if you choose to operate as an LLC,

1. follow this link to the [Secretary of State](http://www.sec.state.vt.us/corps/corpindex.htm) (<http://www.sec.state.vt.us/corps/corpindex.htm>) website
2. choose **Limited Liability Corporation** on the left side of the page
3. click on **Getting Started** or **Forms**

*** There is no online registration, so all completed forms must be mailed along with the fee to the Secretary of State address provided for you on the webpage. ***

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>). For more information visit www.irs.gov/businesses.

State Income Tax Withholding

Vermont employers are required to file for state tax withholding from employees. Read through this short [Instruction Manual](#) (<http://www.state.vt.us/tax/pdf.word.excel/business/wh-instr.pdf>) to better understand how to comply with this regulation. Employers must register with the **Vermont Department of Taxes** for an *Employer's Business Account Number*. To apply, complete *Form S-1, Application for Business Tax Account*.

Workers' Compensation

Employers are required to provide Workers' Compensation to their employees under state law. To obtain this insurance, contact a private insurance company near you who is authorized to provide WC Insurance coverage.

Unemployment Compensation

The Vermont Department of Labor provides an [Information Manual for Employers](#) (<http://www.det.state.vt.us/sections/uiwages/cc/manual/index.html#2>) about Unemployment Insurance. You can read about your responsibilities in this process as well as your pay rates as a new employer. This link also provides you with a *Phone Contacts* list for various questions about this tax issue. To register for a new account form, call 802-828-4258.

State Management of Medicaid

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

[Agency of Human Services of Vermont](#) (<http://www.dpath.state.vt.us/>)

103 South Main Street

Waterbury, VT 05676-1201

Local: 1-802-879-5900

Toll-Free: In-State Calls Only 1-800-250-8427

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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