



Washington Non-Medical Home Care

Below you will find web links and contact information to various federal and state departments which regulate business operations in Washington. In addition to the basic start up registrations, home care agencies are required to obtain a Health Facility License through the Department of Health. We recommend that employers acquire their Federal Employer Identification Number before moving on to any other business registrations.

Home Care Licensing

Click here for information and charting on [License Fees and Annual Renewals](http://apps.leg.wa.gov/WAC/default.aspx?cite=246-335-990) (<http://apps.leg.wa.gov/WAC/default.aspx?cite=246-335-990>).

For [Regulations and Applications](http://www.doh.wa.gov) ([http://www.doh.wa.gov/](http://www.doh.wa.gov)) go to the Washington State Department of Health site:

1. From the DOH Home Page – click **Licensing & Certification** (on left of page)
2. Select **Health Facility Licensing**
3. Scroll down list; click on **Home Care Agency**
4. Complete Information & Instructions on this page

Office of Health Care Survey
Facilities and Services Licensing
Department of Health
PO Box 47852
Olympia, WA 98504-785
(360)236-2905

Registering Your Business / Name

Washington State offers a [Business Start-Up Checklist](http://www.state.wa.us/business/resources/checklist.aspx) (<http://www.state.wa.us/business/resources/checklist.aspx>), which includes information on:

- [licensing requirements](#)
- [trade name registration](#)
- [tax reporting requirements](#)

Employer's must complete a [Trade Name Registration](http://www.dol.wa.gov/forms/700028.htm) (<http://www.dol.wa.gov/forms/700028.htm>) with The Department of Licensing. The department provides online registration as well as downloadable forms. Under the paper version you can fill out the form on the computer or print it out and complete it by hand. The paper version seems less complicated than the online version, but both are provided for you.

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

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

Workers' Compensation

Employers purchase Workers' Compensation coverage through the [Washington State Department of Labor and Industries](http://www.lni.wa.gov/Main/ContactInfo/). (http://www.lni.wa.gov/Main/ContactInfo/)

When you fill out your Master Business License for *Registering your Trade Name*, you can check the box that states that you plan to hire employees. Upon checking this box, the Department of Labor and Industry will be notified and will send you information to open an account for Workers' Compensation.

To contact the Department of Labor and Industries:

Call (800)547-8367 or link to their [contacts page](http://www.lni.wa.gov/Main/ContactInfo/) (http://www.lni.wa.gov/Main/ContactInfo/).

Unemployment Compensation

To acquire Unemployment Insurance, you must file a *Master Application*, which is also the same application used to file for your business Trade Name. This will establish your Unified Business Identifier (UBI) Number and your account with the Departments of Labor and Industries and with the Employment Security. (See the section above titled **Registering Your Business/Name** for the link to the Master Application.)

State Management of Medicaid

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

[Department of Social and Health Services of Washington](http://www.adsa.dshs.wa.gov/) (http://www.adsa.dshs.wa.gov/)

P.O. Box 45505

Olympia, WA 98504-5505

Local: 1-800-562-6188

Toll-Free: In-State Calls Only 1-800-562-3022

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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