



West Virginia Non-Medical Home Care

West Virginia provides employers with the ability to start up four of these registrations at one time with the **Business Registration WV/BUS-APP** form. As you read below, you will find a link to this form along with many other web links and contact information. We recommend that employers obtain their *Federal Employer Identification Number* before moving on to any of the other business registrations.

Home Care Licensing

In the state of West Virginia there is no license required specifically for home care agencies.

Business Legal Structure

The West Virginia Secretary of State website provides employers with [Smart Steps to Starting a Business](http://www.wvsos.com/business/startup/startsteps.htm) (<http://www.wvsos.com/business/startup/startsteps.htm>). There you can find information about:

- [Choosing a Legal Structure for your business](#)
- [Completing a Business Name Search](#)
- [Much more...](#)

Registering Your Business Name

The Secretary of State also provides employers with [downloadable forms](http://www.wvsos.com/business/services/formindex.htm) (<http://www.wvsos.com/business/services/formindex.htm>) on their website. You will be able to register for your trade name/business name by choosing the appropriate link.

After deciding on the structure that best suits your business needs, you can Register Your Business Name by filling out the linked form and mailing it, along with a \$25 first time payment (\$10 annual payment) to the Secretary of State's office, which is printed at the top of the form.

All 4 in One -
Registering Your Business / Employee Withholding
Unemployment Insurance / Workers' Compensation

After you have confirmation about your business name, you can then Register Your Business with the state to operate as a working entity.

- [Link to the Guidebook and forms for filing for Business Registration WV/BUS-APP](http://www.state.wv.us/taxrev/uploads/busapp.pdf) (<http://www.state.wv.us/taxrev/uploads/busapp.pdf>). (Scroll down through the guide to access the application form.)

*** On this application you can declare your legal structure, register as an entity with the state, and apply for State Tax Withholding for your employees, Workers' Compensation, and Unemployment Compensation. ***

Click on the [West Virginia Department of Revenue](http://www.state.wv.us/taxrev/uploads/busapp.pdf) (<http://www.state.wv.us/taxrev/uploads/busapp.pdf>) website to find out further information on employer tax responsibilities and **Withholding**.

For basic Q & A about **Unemployment Compensation**, click on the following link, which will direct you to the [West Virginia Bureau of Employment Programs](http://www.wvbep.org/bep/uc/) website. (http://www.wvbep.org/bep/uc/)

For further information about **Workers' Compensation** contact [BrickStreet Insurance](http://www.brickstreet.com/) (http://www.brickstreet.com/). This company is the linked insurance agency for the WV state website regarding Workers' Compensation.

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 Management of Medicaid

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

[West Virginia Department of Health & Human Resources](http://www.wvdhhr.org/) (http://www.wvdhhr.org/)
350 Capitol Street
Room 251
Charleston, WV 25301-3709
Local: 1-304-558-1700

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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