

1st STOP CHECKLIST: PERSONAL SERVICES

This checklist applies to companion services and miscellaneous personal services such as shopping, running errands, providing limited transportation, organizing photographs, etc.

REQUIREMENTS & REGULATIONS

- [] Ohio's laws regarding homemaker service can be found in **Ohio Administrative Code (OAC) Section 173**. The **OAC** can be found in your local library or on-line at <http://codes.ohio.gov/oac>. Tasks that are components of the **homemaker service** under rule **173-3-06.4 of the Administrative Code**, includes managing the household, handling personal affairs, and providing assistance with self-administration of medications.
- [] Most personal services do not require a state licensing. However, if you will provide **cleaning or lawn care services**, you will need a **vendor's license** from the **Ohio Department of Taxation**.
- [] Transportation of people is taxable. You must have a **vendor's license** and collect sales tax. Contact **your county auditor** or Information is also on-line at <http://business.ohio.gov>.
- [] If you have questions about vendor's licenses or sales tax, contact the **Ohio Department of Taxation** at **(888) 405-4039 for Business Tax Assistance; 888-405-4089 for Tax Registration; or (800) 282-1782 for the Forms Request Line**. Information is also on-line at <http://tax.ohio.gov>.
- [] If you will provide **transportation** for your customers, check with your local licensing department to find out what type of license you need.
- [] If you will work with older adults, contact the **Ohio Department of Aging** at **(614) 466-5500 or 1-800-266-4346**. Information is also on-line at <http://aging.ohio.gov/goldenbuckeye/>.

For more help, contact your local Small Business Development Center (SBDC).

www.ohiosbdc.ohio.gov

REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES

THIS CHECKLIST IS ABOUT STATE REQUIREMENTS.