

## Reference Guide - Staffing Agency Businesses

The process to register a business in PA varies based on several factors. To ensure you complete the basic steps to register your business, you should create a [Business Registration Checklist](#). After answering a series of questions, you will be provided a step-by-step guide. Complete each step and you will be on your way to operating.

Beyond the basic business registration steps as determined by the checklist, there is no general business license that all Pennsylvania businesses are required to obtain. Instead, there might be a specific license based on your business activity. Continue reading below for specific requirements associated with your business.

A staffing agency business should consider the following items:

1. **Sales Tax License:** Staffing agency services are subject to sales tax when the employee is placed at a location in PA. You will need a sales tax license to collect and remit sales tax on certain staffing agency services. Staffing agency services for medical employees, who treat patients directly, are not subject to sales tax. You can learn more about sales tax as it relates to staffing agencies by reviewing [PA Code 60.4](#) and [PA Code 60.5](#). You can obtain a sales tax license by completing an online business tax registration in the Department of Revenue's [myPATH](#) system. For assistance with registering in myPATH, refer to the [Apply for State Business Taxes](#) help guide and/or the [Obtaining State Tax Accounts](#) video tutorial. There is no fee to submit your application.
2. **Home Health/Care Agencies:** If you place nurses/assistants directly in residential homes, you will need a license through the PA Department of Health. You can learn more about the licensing requirement by reviewing the PA Department of Health's [licensing webpage](#).

Besides the items mentioned above, there are no other requirements for a staffing agency business.

After completing any requirements as determined by reviewing the items above, your business should be ready to begin operating.