

## Operating a Child Care Facility Using a “Doing Business As” Name

### **Background**

Operating a child care facility – whether family home or center - is a business and like all other businesses, any individual or group who does not want to use their legal name but wishes to operate a business using a different name must register that name with the Maryland State Department of Assessments and Taxation. This unique name is commonly known as the DBA – “Doing Business As” name and it is a legal requirement in Maryland when conducting business in any other name instead of your legal name. For example, Ms. Laurie Taylor cannot ask for or accept payments under a name such as ‘Taylor Made for Children’ unless she has registered the DBA ‘Taylor Made for Children’.

It can be beneficial to operate your business using a DBA; first, it limits the use of your legal name. It can also assist in marketing services for the organization that wishes to capture a certain type of customer.

Payment accounts, such as those established to receive child care subsidy payments, may not be established in any name other than the legal name if the DBA name has not been registered with the Maryland State Department of Assessments and Taxation. Also, child care clientele are not obligated to pay for services under a business name that has not been properly registered.

### **DBA Name Requirements for Licensed/Registered Child Care Providers**

The Office of Child Care will no longer recognize DBA names used by child care providers unless the names are registered with the Maryland State Department of Assessments and Taxation. Effective immediately, any child care applicant or applicant organization requesting to use a DBA name must provide the Office of Child Care – Licensing Branch with proof (the DBA verification letter) that the DBA name has been registered. A registered DBA name is valid for five years. It is the responsibility of the child care provider to renew the DBA name in a timely manner, and to submit proof of the renewal to the regional Office of Child Care that issued the facility license/registration.

Beginning September 1, 2017, any existing provider using a DBA name will be required to show proof of DBA name registration during the next full or mandatory review inspection. If proof of the DBA name is not submitted, the existing DBA name will be removed from the Office of Child Care’s files and databases. The provider will remain licensed/registered in the legal name used to initially open the child care facility.

### **Obtaining the DBA Name**

To register a DBA name, contact the Maryland Department of Assessments and Taxation – [www.dat.maryland.gov](http://www.dat.maryland.gov). This department is located at 301 W. Preston Street, Baltimore, Maryland 21202 and is open Monday – Friday, 8:30a.m. – 4:30p.m. The filing fee is \$25.00.

The registration process may be completed through postal service, on a walk-in basis, or online (<http://dat.maryland.gov/SDAT%20Forms/nameappl.pdf>). Registrants who select the walk-in option may receive the DBA name verification letter the same day. Requests filed by mail or fax are processed within seven business days.

If additional information is needed, please contact Paula Johnson, Chief, Licensing Branch at 410-569-8071 or [paulad.johnson@maryland.gov](mailto:paulad.johnson@maryland.gov).

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