

# Registered Agent Contact Information Form

Company Name: \_\_\_\_\_ Is this a Benefit Corporation: ☐ Yes ☐ NoPrincipal Business Office Address: *(required)*\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Affiliated/Parent Company (if applicable):

\_\_\_\_\_  
State(s) where this entity is appointing Cogency Global as agent:\_\_\_\_\_  
\_\_\_\_\_Fiscal Year End (to ensure correct calculation of next annual/periodic report due date in Entity Central® for certain states): \_\_\_\_\_**Legal Matters To:** *(provide physical address - NO P.O. BOX!)*

Company/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**\*Contact Person's Name:** *(see note)* \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Tax Notices To:** ☐ *check if same as above*

Company/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Renewal Invoices To:** ☐ *check if same as above*

Company/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Your Name: *(required)* \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_Your Reference Information  
(OPTIONAL)

Client/Matter Number:

\_\_\_\_\_  
Name of Partner/Attorney in  
Charge:

\_\_\_\_\_

**\*IMPORTANT NOTE:** There are several states, see attached important jurisdictional information, that require by statute that the Registered Agent maintain in its records the name, address and phone number of a natural person (i.e., John Smith) or records maintenance person as the "Communications Contact" for the entity for law enforcement purposes.

WE WILL CONSIDER YOUR DESIGNATED CONTACT PERSON FOR LEGAL MATTERS TO BE THE COMPANY'S "COMMUNICATIONS CONTACT" FOR THIS PURPOSE unless you check the box below and indicate otherwise.

☐ Communications Contact is:

Person's Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Fill out form, then send it by email to Cogency Global at [changes@cogencyglobal.com](mailto:changes@cogencyglobal.com).

If you are using Acrobat Reader, you must print and fax this form to 800-253-5177.

## Important Notice Regarding Delaware, Indiana, Kentucky, Nevada, Oklahoma and Wyoming

Please complete the attached fillable PDF Registered Agent Contact Information Form. It is important that this be completed and returned to Cogency Global as soon as possible (see link on Contact Form).

In addition to completing the contact information to ensure timely delivery of important tax notices and service of process, please note there are a number of states, including **Delaware, Indiana, Kentucky, Nevada, Oklahoma** and **Wyoming** that require that domestic and/or foreign entities provide their registered agent or the Secretary of State with the name, business address and business telephone number of a natural person who is designated the “communications contact” and authorized to receive communication from the registered agent.

If an entity fails to provide the required information, the agent is required to resign to protect its authority to serve as an agent in these jurisdictions.

*\*\*Please note that pursuant to Delaware law, the designated communications contact is required to know, or know how to contact, the appropriate business person with the entity should there be a request for the names and addresses of the entity's members or partners.*

### Wyoming Domestic Entities Only

In addition, Wyoming domestic entities are required to provide to either their registered agent or to the Wyoming Secretary of State the (I) names and addresses of all Directors, Officers or Managers or persons serving in a similar capacity; and (II) the name, business address and business telephone number of a natural person who is designated the “communications contact” and authorized to receive communication from the registered agent.

If an entity fails to provide the required information, the agent is required to resign to protect its authority to serve as an agent in Wyoming.

### Nevada

Nevada has specific records maintenance requirements for domestic and/or foreign entities depending on which type of entity is formed or qualified. Please contact your Cogency Global service specialist for more information specific to your entity type.