



## REGISTERED AGENT CONTACT INFORMATION FORM

Please return completed form to [TLCLosAngeles@teloslegalcorp.com](mailto:TLCLosAngeles@teloslegalcorp.com)

or Fax to: 888-565-2901

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

Principal Office Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Affiliated/Parent Company (if applicable): \_\_\_\_\_

States where this entity is appointing TLC as Agent: \_\_\_\_\_

Your name: \_\_\_\_\_ Phone: \_\_\_\_\_

### LEGAL MATTERS/SERVICE OF PROCESS TO:

Legal Matters/Service of Process - If your entity is served with legal process, Telos will forward it to you via standard courier. Our standard courier will not deliver to a post office box-please provide a physical address.

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

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

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

Contact Individual: \_\_\_\_\_

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

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

**TAX NOTICES TO:**  Check if same as above

Tax Notices - Information regarding entity compliance, tax and changes in tax laws will be sent to this address.

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

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

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

Contact Individual: \_\_\_\_\_

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

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

**RENEWAL INVOICES TO:**  Check if same as above

Annual renewal invoices will be sent to this address.

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

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

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

Contact Individual: \_\_\_\_\_

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

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

**PLEASE NOTE:** There are several states that require by statute that the Registered Agent maintain in their records the name and phone number of a natural person or records maintenance person as the **COMMUNICATIONS CONTACT** for the entity for law enforcement purposes. We will consider the person designated on this form to be the **COMMUNICATIONS CONTACT** for this purpose unless indicated below:

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

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

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

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