

Registered Agent Setup Worksheet

Fillable Prep Worksheet — ClearLegalTips.com (2026)

INSTRUCTIONS FOR USE

Gather this information before you start the online process so you can finish in one sitting. Fill the blanks; tick boxes as you complete each item.

Decide

☐ I will be my own registered agent

☐ I will hire a registered-agent service

■ The agent must have a physical in-state address available during business hours.

Your Details

Business legal name: _____

Formation state: _____

Physical in-state street address (no P.O. box): _____

If Hiring a Service

Chosen provider: _____

Annual fee: _____

Renewal date: _____

☐ Includes mail scanning / forwarding

Notes

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