

# DUTIES OF REGISTERED AGENTS

## WHAT IS A REGISTERED AGENT?

A registered agent is an agent of the represented entity authorized to receive service of any process, notice or demand required or permitted by law to be served on the entity. Some states have either commercial or noncommercial registered agent regulations.

## GOVERNMENT REQUIREMENTS

States and provinces require a registered agent for profit or nonprofit corporations (entities) that are either domestic or foreign corporations. The noncommercial registered agent must be a resident of that state or province to represent the entity. The agent must be at least 18 years of age. State and provincial law varies where there may be more specific requirements.

## DUTIES:

Official registered agent duties vary from state to state. However, the typical duties required of a registered agent who complies with his/her state or province are:

1. To forward to the represented entity (WELS or one its subsidiaries) at the address most recently supplied to the agent by the entity any process, notice or demand that is served on the agent. Annual or biennial reports may be sent directly to the registered agents on timely basis prior to when they're due to avoid any late fees. They need to forward them immediately to:

**WELS Financial Services  
N16 W23377 Stone Ridge Drive  
Waukesha, WI 53188-1108**

2. To provide the notices required by law to the entity at the address most recently supplied to the agent by the entity.
3. If the agent is a noncommercial registered agent, to keep current the information required pursuant to the respective state or provincial law. This means to keep WELS informed of any address changes so that we may file the necessary change of registered agent/office forms in the appropriate state/province. Usually there are filing fees.
4. To serve as the agent to accept service of process and other notices and documents. These service of process should then be forwarded to the entity's legal department.

## FINANCIAL SERVICES

We register and maintain registered agent registration in all the states and provinces that require such registration. The annual or biennial reports are filed by the Financial Services department. Send all reports, notices, correspondence to WELS Financial Services. Many states/provinces now have online filings.

## ANNUAL REPORTS

Reports may be filed annually, biennially or periodically, depending on the state/province regulations. Usually there are filing fees. WELS or its subsidiaries pay these filing fees. Registered agents are not required to pay these fees. Due dates also vary. Usually they are on or about the time the entity initially registers to go business in that state or province.