

Client interview checklist for Registered Agent service

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A. Registered Agent service checklist (For other entities and filings, see our [website](#))

Fill out this form in its entirety to provide Lawyer’s Aid Service the necessary information to serve you as registered agent. Read [more](#) about the duties of a registered agent and the benefits of having us as your registered agent.

To fill out this form electronically, you will need the Adobe Reader 8.0 or higher. Get it [here](#).

1. Company name (required):

2. Attorney or main contact (required):

Name: _____

Address: _____

Phone: _____ Fax: _____

Email (required): _____

3. Person to receive citations, process, and lawsuits:

4. Alternative contact person(s) if unable to reach attorney or main contact (required):

5. Person to receive tax notices:

6. Person to receive other mail:

7. Person to receive billing:

8. Special: a. Handling of legal documents after initial call (check all that apply):

Send documents by: fax email scan (PDF) FedEx mail

b. Other instructions:

B. Order form, prices, and contact information

Prices include sales tax. All prices may change without notice.

1. To order, select the services desired:

Change of Registered Agent

If your company has another registered agent and you wish to switch to Lawyer’s Aid, we will prepare and file a Change of Registered Agent at no cost to you. Just tell us who will sign for the filing, and we will forward it to you promptly to begin service.\$0

Registered Agent service

With Lawyer’s Aid Service as your registered agent, you receive quick response on any serious matter that arrives, from service of a lawsuit to next year’s tax notices. If and when a lawsuit walks in the door, we immediately call your designated contact and send document copies and originals according to your instructions without delay.

Because the first year is a partial year, the price of registered agent service is pro-rated by the month that it is ordered: (see next column)

- January \$110
- February \$100
- March \$90
- April \$80
- May \$70
- June \$60
- July \$50
- August \$40
- September \$30
- October \$20
- November \$130
- December \$120

Fill in the amount for the month that registered agent service is ordered. \$ _____

Please note: For future years, price is \$120 per calendar year, prepaid annually. Handling a service of process is \$20, plus a fee for any fax or FedEx.

2. Submit to Lawyer’s Aid Service:

Email to maindesk@
LawyersAidService.com

Print and fax to
(888) 474-4218

Call (888) 474-2112
to place your order.

**Need an
EIN next?**

We can help you to
obtain a Federal Tax
ID (EIN) from the IRS
(\$50). Visit our
[website](#) for info.

3. Submit simultaneous payment:

By credit card via online portal:
www.LawyersAidService.com/Payment

Or mail to:
Lawyer’s Aid Service
PO Box 848
Austin, Texas 78767-0848

Attorney’s name: _____ Phone: _____

Contact name: _____ Phone: _____

Firm name: _____ Fax: _____

Street address: _____

City: _____ State: _____ Zip: _____ Country: _____

Email: _____ Type or sign your name below to confirm you are sending simultaneous payment (required)