**Wyoming Registered Agent — Contact Sheet (Owner’s Binder)**

*Use this sheet to keep your RA information handy for filings, banks, and audits.*

**Provider:** [Wyoming Agents — edit if different] **RA Plan:** $25/year **Virtual Office (optional):** $19/month

**Quick Reference**

|  |  |
| --- | --- |
| Registered Agent (legal name): | [Enter RA legal name] |
| Registered Office (PHYSICAL street address): | [Street, City, WY ZIP — no PO boxes] |
| Mailing address (if different): | [Street/PO Box, City, State ZIP] |
| Support email: | [support@provider.com] |
| Support phone: | [###-###-####] |
| Support hours (Mountain Time): | [Mon–Fri, 9am–5pm MT] |
| Portal/login URL: | [https://...] |
| Account / Customer ID: | [Your account #] |
| Primary contact at RA: | [Name, Title] |
| Notes: | [Any special instructions] |

**Use in Filings (copy/paste)**

Paste into the Registered Agent section of your Articles or Change form:

Registered Agent Name: [Agent’s legal name]
Registered Office (Physical) Address: [Street], [City], WY [ZIP]
Mailing Address (if different): [Street/PO Box], [City], [State] [ZIP]
Email (for state reminders): [agent@domain]

**Consent to Appointment**

Keep a signed PDF on file. If changing RAs later, the NEW RA’s signature is required on the change form.

|  |  |
| --- | --- |
| Blank consent form (URL): | [link to PDF or KB] |
| Signed consent stored at: | [Drive/Folder path or link] |
| Date signed: | [MM/DD/YYYY] |

**Service of Process — SOP**

1. RA receives documents at the registered office and logs receipt.

2. RA notifies via email/portal (watch your support email).

3. Internal: Save the PDF in Owner’s Binder → Registered Agent → Service of Process.

4. Escalate to counsel if needed; note response deadline.

Checklist: ☐ Evidence saved ☐ Calendar deadline ☐ Counsel looped in

**Changing Your Registered Agent (if ever needed)**

File the Appointment of New Registered Agent and Office with WY SOS. The new RA must sign the consent/appointment. Update the Registered Office address and keep evidence in your Binder.

|  |  |
| --- | --- |
| Change form (URL): | [WY SOS change RA link] |
| Fee (if any): | [$] |

**Virtual Office (Digital Mailbox) — if using provider**

|  |  |
| --- | --- |
| Plan & price: | Virtual Office — $19/month |
| Signup URL: | [https://...] |
| Address format example: | Your LLC Name123 Example St, #PMB 456Cheyenne, WY 82001 |
| Included scans / pages: | [e.g., 50 envelopes, 100 pages] |
| Forwarding policy: | [e.g., weekly consolidation, postage + handling] |
| Shredding/storage: | [e.g., shred after 30 days unless forwarded] |

**Compliance Calendar Notes**

☐ RA annual renewal due: [MM/DD] ☐ WY annual report due: [MM/DD] ☐ Address/Contact reconfirmation: [Quarterly]

*Prepared by Ameen Systems • Last updated: August 27, 2025 • Not legal/tax advice.*