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Tel: 914.949.9188  
Toll Free: 800.899.8648  
Fax: 914.949.9618

**RE:**

Thank you for appointing United Corporate Services, Inc. as registered agent.

In order to provide accurate and timely communications, we maintain a database with legal, tax and bills contact information.

As current contact for this entity, all legal proceedings, tax notices and annual invoices will be sent to your attention.

If you are no longer that individual, please complete and return this form by fax to 914-949-9618 or by e-mail to [registeredagent@unitedcorporate.com](mailto:registeredagent@unitedcorporate.com).

**LEGAL MATTERS:**

(Summons, Complaint, etc.)

Contact Person: \_\_\_\_\_ e-mail: \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax #: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**TAX NOTICES:**

(If same as **Legal Proceedings** address, check

here): ☐

(Annual reports/franchise tax report)

Contact Person: \_\_\_\_\_ e-mail: \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax #: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ANNUAL INVOICE:**

(If same as **Legal Proceedings** address, check

here): ☐ **OR**

(If same as **Tax Notices** address, check here): ☐

Contact Person: \_\_\_\_\_ e-mail: \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax #: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Authorized Person:

Title:

Date of Request: