

# TETON AGENTS LLC

*Serving as your Registered Agent in Wyoming*

Carol H. Gonnella  
Founding Member

Cecil D. Smith  
Founding Member  
(1939-2014)

**For U.S. Mail, please use:**

PO Box 905  
Laramie, WY 82073

**For FedEx & UPS, please use:**

505 S 3<sup>rd</sup>, Suite 200  
Laramie, WY 82070

Jeffrey Dietzel, JD  
Manager

Shelby Dietzel  
Manager

(844) 955-0554

[www.tetonagents.com](http://www.tetonagents.com)

## Registered Agent Engagement Agreement

(One Copy for Client | One Copy for Teton Agents)

[Date]

Re: [Entity Name], hereinafter sometimes referred to as the "Business Entity."

Dear [Client Name]:

Thank you for deciding to use Teton Agents, LLC, hereinafter sometimes referred to as "Registered Agent," as the professional registered agent for your entity. This letter addresses the nature and scope of the Teton Agents' duties to you, and your duties to Teton Agents. This letter also serves as an Engagement Agreement between the Teton Agents and you.

Every state in the nation allows one to create a business entity, such as a corporation, partnership or limited liability company. However, because the business entity is not a real person, each state requires that a person or separate company be named as the registered agent for that business entity for service of process.

Wyoming requires that if a person serves as registered agent he or she must reside in the state of Wyoming, or if a corporation or LLC is chosen to serve as registered agent, it must have an office in Wyoming, and that the name and address of the registered agent continually be on file in the office of the Secretary of State. This means that if your company is sued, the legal documents may be "served" on, or delivered to, the registered agent at the specific address on file in the office of the Wyoming Secretary of State. That delivery begins the time running for your entity to file an answer or other response in the Court where the lawsuit is pending. Inaction could result in a default judgment against your company. Thus, time is of the essence in these matters, and it is important that you choose a qualified registered agent to insure speedy notice to you so that you may then respond to the issue at hand. The registered agent's ability to quickly notify you of lawsuits is of great importance to the efficiency and protection of your entity.

## Responsibilities of Teton Agents

So long as the Teton Agents always knows your location and how to contact you, Teton Agents will notify you within 72 business hours after receipt of any legal process in which your business entity has been named a party. The pertinent documents will be forwarded to you at the address you have provided by FedEx, United Parcel Service or another postal service. If you have provided a fax number or an email address, the documents will be faxed or emailed to you within the stated time period. The attorney who created the business entity for you can also be notified if you so indicate.

Teton Agents' duties do not include answering or in any manner getting involved with the court litigation. The Registered Agent provides you with the notification, and once you receive the documents from the Registered Agent's office, it is your responsibility to respond or otherwise proceed with the lawsuit. If you have not provided the Teton Agents with a valid address for you, Teton Agents' contractual obligation to notify you is null and void, and Teton Agents has no further responsibility to serve you in any way.

If you have named us as the principal office of your business or have not stated a principal place of business at all in your Articles of Organization, we may from time to time receive mailings for your company. If we receive this mail, Teton Agents will collect and sort the mail for you. Generally this mail is solicitations and other "junk mail" from persons or entities finding your address on the Wyoming Secretary of State's web site. Often it is credit card companies wanting you to apply for one of their credit cards. We will throw this mail away. However, any official documents sent to this address for your company will be opened, scanned and emailed to you. If we do not have your email address, we will mail the official documents to the business address that you have supplied to us in your questionnaire.

## Responsibilities of Client

For the registered agent to adequately perform the duty of immediate notification, and to comply with Wyoming Law, it is important that you always keep Teton Agents informed of the current contact information for your business entity. Included herewith is a Business Entity Information Questionnaire which will need to be completed in order for Teton Agents to serve as your registered agent. **You agree to provide us with the information listed on the questionnaire and to notify us of any change in the information listed on the Questionnaire within sixty (60) days of any change, including changes in the following information:**

1. The address of record to which all service of process is to be delivered for the business entity;
2. The names and addresses of each entity's directors, officers, limited liability company managers, managing partners, trustees or persons serving in a similar capacity;
3. The name, business address and business telephone number of a natural person who is an officer, director, employee or designated agent of the entity who is

authorized to receive communications from Teton Agents and is deemed the designated communications contact for the business entity.

### **Basic Fee**

Our services for being the registered agent for your business entity shall be \$250.00 annually. This fee is due and owing on each anniversary date when you originally retained Teton Agents. You will be billed each year in advance of the anniversary date of your entity. At that time, you will be asked to complete a form regarding any change in address or other contact information. If the annual fee is not received within 15 days of your anniversary date, we reserve the right to resign as the registered agent for your entity. Under Wyoming law, the absence of a registered agent will place your company in noncompliance with the state business entity laws and may cause your entity to be administratively dissolved.

### **Additional Fees and Costs**

If we are obligated to send paperwork to additional addresses other than to the ones specifically stated above, the costs of postage will be charged to you.

### **Right to Terminate Engagement**

You have the right to terminate the registered agent's services at any time by notification in writing. If services are terminated, you will be responsible for the services performed and other charges incurred through the date of the Registered Agent's receipt of the termination notice.

Teton Agents has the right to terminate its services if it is discovered that you have not given the Registered Agent valid addresses or if the annual fee has not been paid when due, or upon providing thirty days written notice to you.

### **Consent to Engagement**

If you consent to the Registered Agent Engagement, please sign and return this Agreement to Teton Agents, LLC along with a check in the amount of \$250.00 made payable to Teton Agents, LLC and also return the Business Entity Representation Questionnaire enclosed with this agreement. To protect you against incurring any unnecessary charges, we will not commence services until we receive your written authorization and initial fee.

If you have any questions regarding this Agreement, please do not hesitate to call and discuss it with us.

Very truly yours,

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Shelby Dietzel, Manager  
Teton Agents, LLC  
Commercial Registered Agent

I authorize Teton Agents, LLC to serve as the registered agent on behalf of the above named business entity.

I represent to Teton Agents, LLC that I have full authority to act on behalf of the business entity. I acknowledge that the contents of this Engagement Agreement are understandable and agree to the terms set forth therein. **If this business entity elects to use Teton Agents' mailing address in order to preserve anonymity and privacy, I authorize Teton Agents to open mail addresses to my entity and destroy all junk mail.**

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*Signature of Authorized Representative*

Date: \_\_\_\_\_

**-If the attorney or paralegal sign on behalf of their client, use this language-**

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(Print Name)

**I certify that I am an Authorized Representative for the members and managers of the business entity and I understand that if I am not an Authorized Representative for the entity, I personally accept responsibility and liability for the terms of this engagement letter.**