

Texas Registered Agent Services





If you're a new business owner, you might not know the difference between your business address and your registered agent's address.

Every Texas business registered as a legal entity **MUST** have a Registered Agent (RA) on file with the state (must be a physical address & open during normal business hours).

A registered agent only receives official government documents that pertain to your business. The RA is not meant to receive regular mail or serve as a business address.

What you'll receive from us!

 **Your Own Client Portal:** Any documents we receive on your company's behalf will automatically be scanned & uploaded to your account.

 **Email Notifications:** When a new document has been uploaded to your client portal, you'll receive an email notification.

 **Monthly STC Business Newsletter:** w/Important Deadlines

- Annual Franchise Tax deadline
- Monthly and/or Quarterly business reminders

A Quick Reminder To



Create Your Password

Create your unique password to access your client portal account.



Access the Client Portal

Get familiar w/the folders in your portal! Customize your account w/your logo or headshot!



Save Our Email Address

Email is how we keep you in the loop! Help us stay out of your spam box.



Open/Read Your Emails

Our reminder & emails contain important & often time sensitive info!

HAVE A QUESTION?

www.strategic-trainingconsulting.com



 Email: support@strategic-trainingconsulting.com



Send us a Direct Message via your client portal account.



Give our office a call at 832-303-2565.

Registered Agent Name & Address

**Strategic Training and Consulting
14405 Walters Rd. Suite 803
Houston, Texas 77014**

**Helpful Tips When Completing New Entity Filings w/the State:
In the Registered Agent Section, select the option: the Registered Agent is an "ORGANIZATION" and use the address listed above.**

When to use your Registered Agent's (RA) Address for business purposes?

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When to use your business address, P.O Box, or Virtual Office Address?

- Texas Comptroller's Office (ex. Franchise Tax or Sales Tax Notices)
- Texas Secretary of State (In business filings, use the RA address in the designated RA sections of LLC, PLLC, Non-Profit & applications).
- Legal notices from private & public agencies.
- Internal Revenue Service (IRS) (The RA cannot be used for the company's business address. However, it can be used as the mailing address, if needed).

- Banks and Financial Institutions (bank and credit card statements)
- Dun & Bradst Application process.
- Internal Revenue Service (IRS)
- Monthly bill statements for your company-related expenses. (ex. commercial Insurance, internet, and phone bills).
- Non-official mail, packages, inventory, products.

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