



What is Woods Rogers Business Services?

- Woods Rogers Business Services (WRBS) provides ancillary services that complement the firm's core legal services provided by our attorneys. WRBS is a comprehensive solution for registered agent service and corporate record keeping.

How long has the service been operating?

- WRBS was established in 2004 and has been in continuous operation since then.

Must I be a client of the Woods Rogers law firm to use the service?

- Yes, WRBS's services are exclusively available to clients of the Woods Rogers law firm.

What services does Woods Rogers Business Services provide?

- WRBS serves as the registered agent for companies formed or registered to do business in the state of Virginia. As your statutory registered agent in Virginia, WRBS receives your annual filing and fee requirements, as well as any service of process by third parties or notifications affecting the entity's official status. WRBS will also draft annual consents electing officers and directors for corporations.
- WRBS partners with a national company to provide registered agent service outside of Virginia under our firm's account. This service is provided at a substantial discount for clients of the Woods Rogers law firm. WRBS acts as a liaison to ensure a smooth transition and a seamless service experience.
- WRBS handles filing the change of registered agent statement(s) with the State Corporation Commission and/or Secretary of State offices at no charge to you.

What is the role of a registered agent?

- A registered agent is an individual or company that accepts official paperwork such as service of process (lawsuits) and annual registration renewal notices.
- Every authorized Virginia business must maintain a registered agent.
- Almost every state in the U.S. requires that companies registered to do business there maintain a registered agent in that state.

What are the key benefits of working with Woods Rogers Business Services?

- Woods Rogers created WRBS to be a specialized entity designed to provide registered agent service for our clients. This helps to ensure uniform and consistent processing by centralizing mailings received from the Virginia State Corporation Commission (SCC) and streamlining the management of our corporate procedures and records, which we believe in turn provides a concierge level service to our clients.
- WRBS provides an accessible, single point of contact for your questions and concerns that seamlessly coordinates with the legal services offered by our firm's attorneys.



Does Woods Rogers Business Services provide legal advice?

- No. Though a wholly owned subsidiary of Woods Rogers Vandeventer Black PLC, WRBS does not provide legal advice and using the service does not create an attorney-client relationship.

How is my attorney alerted to the correspondence I receive?

- Your attorney receives copies of all registered agent correspondence that is received or sent by WRBS. WRBS is designed to complement the attorney-client relationship but does not replace it.

How do I sign up for the services?

- The services offered by WRBS are available to all legal services clients of Woods Rogers. Your Woods Rogers attorney can put you in touch with Barbara Kahn, Director of Business Services.
- Not yet a legal client of Woods Rogers? Feel free to contact Barbara Kahn directly or reach out to any of our attorneys to discuss how our firm can be of service to you.

How am I billed?

- Registered agent service is billed as a flat fee on an annual basis.

May I pay by credit card?

- Yes, bills can be paid by check or credit card using the secure Law Pay link on our firm's website.

How do I change or cancel the service?

- To change or cancel registered agent service with WRBS, contact Barbara Kahn, Director of Business Services, at barbara.kahn@woodsrogers.com or 757-446-8544.