



## **HOW TO SERVE CT CORP. / REGISTERED AGENTS**

1. Check the Company you want served by checking the [Florida State Website](#), to verify corporate name and R.A.
2. Direct document to Corporation c/o CT Corporation – not to CT.

*Example:*

*United Healthcare of Florida, Inc.  
c/o CT Corporation  
1200 S. Pine Island Rd.  
Plantation, FL 33324*

NOTE: put the Company name at the top and c/o underneath

3. Be sure Corporate ending is exactly as it appears in the State records:

United Healthcare of Florida, Inc.

The following will NOT be accepted:

United Healthcare of Florida

United Healthcare

United Healthcare Ltd.

NOTE: all of these Companies may be listed along with many more in the State records. If you only put United Healthcare on your service of process, it will be rejected. They do not know which Company the Attorney wants it to go to. CT does not know where to send it. All of the above examples may have different addresses for CT to send their process to.

4. CT does not accept on behalf of individuals. Please do not put any persons name on documents. It will be rejected. The reason is that CT Corporation and most registered agents can only accept process for the Companies they represent, exactly as registered by the State, not an individual.



## PROCESS SERVICES INC.

The Premier Florida Process Service

Examples:

**CORRECT:**

*TO: United Healthcare of Florida, Inc.  
c/o CT Corporation  
1200 S. Pine Island Rd.  
Plantation, FL 33324*

**INCORRECT:**

*TO: James Green  
United Healthcare of Florida, Inc.  
c/o CT Corporation  
1200 S. Pine Island Rd.  
Plantation, FL 33324*

NOTE: CT Corporation Systems closes each day at 4:00PM for accepting process.

Hopefully this will help you in filling out your service of process for CT or other Registered Agents, preventing delays, numerous phone calls and having to re-do your paperwork!