



Goal: Remove your home address from every public-facing and government record so customers, the WHOIS database, app-store listings, and CAN-SPAM email footers all show a virtual business address in Portland, OR — while staying fully compliant with Oregon LLC law (ORS 63.111) and IRS recordkeeping.

■ **THE ONE THING YOU MUST KNOW:** Oregon law (ORS 63.111) **prohibits** a virtual mailbox, PO box, CMRA, or mail-forwarding business from serving as your LLC's **Registered Agent**. It must be a real, physical Oregon street address. The fix: hire a professional registered-agent service (~\$50–125/yr). Their address becomes the public one on Oregon Secretary of State records, not yours.

Order of Operations (Day-By-Day)

#	Step	Where	Time	Cost
1	Sign up for a professional Registered Agent	northwestregisteredagent.com OR oregonregisteredagent.com	~5 min	\$49–125/yr
2	Sign up for the virtual mailbox (Portland address)	ipostal1.com (Business Plan recommended)	~20 min + notary	\$14.99/mo
3	Get USPS Form 1583 notarized (lets the mailbox legally receive your mail)	Any bank (free) or UPS Store (~\$5)	~15 min	\$0–5
4	File Oregon SOS Information Change — update BOTH the registered agent AND principal place of business	sos.oregon.gov/business	~10 min	\$100 one-time
5	Mail IRS Form 8822-B (business mailing address change)	irs.gov/forms-pubs/about-form-8822-b	~5 min	Free
6	Update Oregon Revenue Online (state tax address)	revenueonline.dor.oregon.gov	~5 min	Free
7	Update business bank, Stripe, Resend, app stores, etc. (see Checklist 2)	Each service's settings	~1 hour total	Free
8	Tell your developer to swap the new address into the WordPress footer & marketing-email templates	Email/Slack	~2 min	Free



Checklist 1 — Legal & Tax (Do These Once)

Action		Method / Form	Cost
☐	Hire a professional Registered Agent (required by Oregon law)	Northwest Registered Agent · Oregon Registered Agent LLC · Harbor Compliance	\$49–125/yr
☐	Update Oregon LLC record — Registered Agent + Principal Place of Business	Oregon Secretary of State → "Information Change"	\$100
☐	Update IRS records — business mailing address & responsible party	Form 8822-B (mail it)	Free
☐	Update Oregon Department of Revenue (state tax mailing address)	Revenue Online portal	Free
☐	Update Oregon CAT / payroll tax accounts (if applicable)	Revenue Online portal	Free
☐	Update local city / county business license	Local business-license portal	Free–\$50
☐	Confirm WHOIS privacy is ENABLED on the domain registrar	Namecheap (free) · GoDaddy (paid)	\$0–10/yr

Checklist 2 — Business Operations

Where		Update This Field
☐	Business bank account (checking, savings, credit card)	Mailing address (most allow online; some need branch visit)
☐	Stripe	Settings → Account → Business address
☐	Resend	Account → Settings → Mailing Address (required for CAN-SPAM)
☐	Mailchimp (if used)	Audience → Settings → Required email footer info
☐	Google Workspace / domain billing	Billing contact address
☐	Apple Developer account	Account → Contact info
☐	Google Play Console	Developer account → Contact details
☐	Business insurance policies	Mailing address on each policy
☐	PayPal Business / Venmo Business (if used)	Profile → Address
☐	Vendors who mail you invoices / 1099s annually	Email them the new address before January



Checklist 3 — Public-Facing Surfaces

Where		Update / Notes
■	WordPress marketing site footer (Coming-from-another-app block)	Ask developer to swap the address in /app/wordpress + republish
■	Marketing-email footer (Resend templates)	Required by CAN-SPAM — every campaign email must show it
■	Welcome email / receipt email (if address included)	Update the template in the backend
■	iOS App Store listing — privacy policy + support contact	App Store Connect → App Information
■	Google Play listing — store listing contact	Play Console → Store presence → Main store listing
■	Privacy Policy and Terms of Service pages	Update the "Contact Us" address inside the legal text
■	Google Business Profile (if exists)	Either swap address or mark as service-area-only with no public address
■	LinkedIn company page / business directories	Anywhere your business is listed publicly
■	Domain WHOIS record	Confirm WHOIS privacy is ON at the registrar

Cost Summary

Item	Cost	Frequency
iPostal1 — Portland virtual mailbox (Business Plan)	\$14.99/mo	monthly (~\$180/yr)
Northwest Registered Agent (Portland office)	\$125/yr	annual
Oregon SOS — Information Change filing	\$100	one-time
USPS Form 1583 notarization	\$0–5	one-time
Year 1 total	≈ \$410	
Year 2 and beyond	≈ \$305/yr	ongoing

Quick Reference Links

Service	URL / Form
Northwest Registered Agent	northwestregisteredagent.com



Service	URL / Form
Oregon Registered Agent LLC	oregonregisteredagent.com
iPostal1 — Portland addresses	ipostal1.com/portland-or-virtual-address.php
Anytime Mailbox — Oregon	anytimemailbox.com//usa/oregon
Oregon Secretary of State	sos.oregon.gov/business
IRS Form 8822-B	irs.gov/forms-pubs/about-form-8822-b
Oregon Revenue Online	revenueonline.dor.oregon.gov
USPS Form 1583 (notarization)	about.usps.com/forms/ps1583.pdf

This document is a working checklist, not legal advice. For complex tax or formation questions, consult an Oregon-licensed CPA or business attorney.