



Please complete and return the W-9 Form (if one is enclosed), along with the signed copy of your Division (or Transfer) Order marked **Return this Copy**, keeping the other complete copy for your files. Failure to provide a signed W-9 within 30 days of request will result in withholding of 24% of the payable royalties.

IN ORDER TO VERIFY YOUR ROYALTY INTEREST, PLEASE USE THE BELOW CALCULATION:  
$$\text{NET ACRES} \div \text{TOTAL UNIT ACRES} \times \text{ROYALTY RATE (ON LEASE)}$$

**THIS INFORMATION IS FURNISHED TO GUIDE YOU IN SIGNING AND RETURNING YOUR DIVISION (OR TRANSFER) ORDER AND TO PROVIDE YOU INFORMATION FOR FUTURE REFERENCE**

#### **SIGNING AND RETURNING YOUR DIVISION/TRANSFER ORDER**

The enclosed division order includes a description of the real property, name and address of the interest owner, as well as the type and amount of interest owned within the producing unit. Please verify your decimal interest and payment address.

#### **PAYMENTS LESS THAN \$100.00**

Monies will accrue until the total equals \$100.00 unless requested otherwise.

#### **ADDRESS CHANGES**

You should notify Kirkpatrick in writing as soon as possible when your mailing address changes. Please be sure to include your owner number, both your old and new mailing address, and your signature. A form can be found on our website [www.kirkpatrickoil.com](http://www.kirkpatrickoil.com) under the Owner Relations section. For your protection, Kirkpatrick will not accept address changes by telephone.

#### **SALE OF YOUR INTEREST**

For a full or partial conveyance of a mineral, royalty, overriding royalty or working interest, please furnish:

\*A copy of the conveyance document recorded in the county and state where the producing property is located.

Kirkpatrick's policy prevents the transfer or suspension of payments without a copy of the *recorded deed*, conveyance or assignment.

#### **WHEN AN OWNER DIES**

- When an owner dies **without a will**, furnish as many of the following documents as possible:
  - \*Death Certificate
  - \*Letters of Administration
  - \*Order determining heirship and distribution and/or
  - \*Affidavit of Heirship
  
- When an owner dies **with a will**, which has been admitted to *probate proceedings in the same state where the producing property is located*, furnish as many of the following documents as are *appropriate in your state*:
  - \*Death Certificate
  - \*Application for probate
  - \*Copy of the will
  - \*Order admitting the will to Probate
  - \*Letters Testamentary
  - \*Final court decree distributing the assets and closing administration of the estate
  - \*Copies of any appropriate recorded conveyances

- When an owner dies **with a will** which has been admitted *to probate proceedings in a state other than that where the producing property is located*, furnish copies of the following recorded documents:
  - \*Death Certificate
  - \*Application for probate
  - \*Copy of the will
  - \*Order admitting the will to Probate
  - \*Letters Testamentary
  - \*Final court decree distributing the assets and closing administration of the estate
  - \*Copies of any appropriate recorded conveyances

#### **TERMINATION OF JOINT TENANCY UPON DEATH**

Kirkpatrick will need a copy of the death certificate. Please also furnish the new social security or tax identification number of the surviving joint tenant on a form W-9.

#### **LIFE TENANT DIES**

When an owner of a life estate dies Kirkpatrick will need a copy of the documents which created the life tenancy and named successors, death certificate and the names, addresses and social security numbers of those persons who own the remainder and who succeed to the interest.

#### **COMPANY OR INDIVIDUAL NAME CHANGES**

When an individual's name changes because of marriage, divorce, etc., furnish Kirkpatrick with a copy of the marriage certificate, divorce decree or other documentation effecting the name change.

When a company or corporation changes its name, Kirkpatrick will require a copy of the certificate of name change. If the change is due to a merger, please furnish a copy of the certificate of merger.

#### **CHANGE OF OWNERSHIP DUE TO DIVORCE**

Kirkpatrick will need a copy of the divorce decree and copies of the recorded conveyances.

#### **TRUSTS**

When a trust is created, Kirkpatrick will require copies of the Trust Agreement and the recorded conveyance to the trust. When a trust is dissolved, Kirkpatrick will need a copy of the Instrument of Dissolution and appropriate recorded conveyances.

#### **GUARDIANSHIPS**

When a royalty owner is declared incompetent, please furnish Letters of Guardianship issued by the court. When a minor reaches legal age, please furnish a copy of the minor's birth certificate.

#### **BANKRUPTCY**

Kirkpatrick will need copies of the court order appointing the Trustee, the appropriate recorded conveyances and the court order confirming any sales.

***In some situations, other documentation as determined by the Division Order Department may be needed.***

If you have a question about this initial division/transfer order you can contact us at:

Kirkpatrick Oil Company, Inc.  
 1001 W. Wilshire Blvd.  
 Oklahoma City, OK 73116  
 Attention: Division Orders  
 Phone: (405) 840-2882  
 Fax: (405) 840-2946