

## **Missing or Lost Check**

### Request for Replacement Check

Royalty checks are printed on the 25th day of each month, unless it falls on a weekend or a holiday, in which case, they are printed on the next working day of the month. Once the checks have been printed, it takes another 2-3 days to stuff all of the envelopes and meter them for postage before placing them in the mail. After mailing, it may take an additional 2-3 days for delivery depending upon the postal service in your area.

### **Replacement check request procedure: Please read carefully.**

If you do not receive a check during a given month:

1. Wait until the 10th day of the following month before reporting the missing check to our office. No funds will be reissued to an owner until such time as Valence has received its statement from the bank, which will enable us to determine if the check has either been lost, or endorsed and presented for payment.
2. Once we are able to confirm that the check has been lost, the funds will be reissued to the owner during the next monthly checkwrite, along with any current funds. We do not issue replacements checks between monthly checkwrites.
3. If it is determined that the check has been cashed and/or presented for payment by a party other than the owner, then the bank or other financial institution that cashed the check without benefit of proper legal identification, will be held responsible for reimbursing the actual owner for any funds paid in error.

### **Information required to process your request:**

Your full name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

SSN / Tax ID: \_\_\_\_\_

Phone (Home / Office): \_\_\_\_\_

Phone (Cell): \_\_\_\_\_

Email: \_\_\_\_\_

Owner Number: \_\_\_\_\_

Date: \_\_\_\_\_

### **Mail this completed form to:**

Remora Management, LLC  
Attn: Division Order Department  
10857 Kuykendahl Rd., Ste 220  
The Woodlands, TX 77382