



OWNER CHANGE/CONVEYANCE - REQUIRED DOCUMENTS

Type of Change	Required Documentation
Change of Name (Business)	- Certificate of Merger - Certificate of Incorporation - Other documents reflecting change of name - Completed form W9
Change of Name (Individual)	-Marriage Certificate - Divorce decree - Other documents reflecting change of name -Completed form W9
Death of Owner – Testate (with a Will and Will <u>WAS</u> probated)	-Death Certificate -Copy of the Will -Order admitting Will to Probate (recorded in Deed Records Office of appropriate jurisdiction) -Letters of Testamentary -Tax Receipt evidencing taxes have been paid -If Trust was created through the Will, a copy of New Trust document -Documentation identifying the dissolution or distribution of any interests held in trust to the heirs -Completed form W9 *If Applicable* -Copy of the Deed or other document conveying from estate to beneficiary. (Recorded in Deed Records Office of appropriate jurisdiction)
Death of Owner – Intestate (without a Will or Will was <u>NOT</u> probated)	-Death Certificate -Tax Receipt evidencing taxes have been paid -Administration proceedings if any or; -Completed Affidavit of Heirship form -Completed form W9
Interest Conveyance	-Copy of the Deed or applicable document showing the conveyance. <i>(Recorded in Deed Records Office of appropriate jurisdiction)</i> -Completed Form W9
All other requests or persons requiring additional information, please contact us.	<u>RoyaltyRelations@GHA-Group.com</u>

ALL CORRESPONDANCE MUST INCLUDE THE FOLLOWING:

- OWNER NUMBER
- NAME
- REASON FOR CONTACTING

FAILURE TO PROVIDE ANY OF THESE WILL PROMPT OUR SYSTEM TO AUTOMATICALLY SEND COMMUNICATIONS TO SPAM AND THERE WILL BE NO RECORD OF YOUR CONTACT ATTEMPT.