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Company Policies for Royalty Owners

ISSUING CHECKS – Checks are usually issued on or before the 20th of each month, but must be released by 90 days after the end of the calendar month in which gas production sold.

LOST CHECKS – If you believe that your check has been lost please contact us. Lost checks that are over 90 days old will be re-issued with no charge to the owner. Lost checks under 90 days old can be re-issued but with a charge to the owner of \$28 to stop payment on the first check. The charge may be more than \$28 if the current charge from the bank is raised.

To have a lost check re-issued, your request must be in writing and signed. Please include your name, owner number, and which check you would like reissued. Your request should state that you want your check re-issued and that you understand that if the original check issue date is under 90 days that you will be charged for the re-issue, and that the amount to stop payment of the first check will be deducted from your check.

CHANGE OF ADDRESS – All change of address must be in writing. Please include your name, owner number, previous address, and the new address. Changes will be made within 30 days of the date that they are received.

REQUEST FOR INFORMATION – Any request of information regarding itemized deductions, adjustments must be requested in writing. Requests must include your name, owner number and the information you are requesting. The request may be either faxed or mailed and will be responded to within 60 days of the receipt of the request.

Any additional information requested (i.e. suspense breakdown by month, minimum check release breakdown by month) must be requested in writing. Requests must include your name, owner number and the information you are requesting. The request may be either faxed or mailed in and will be responded to within 30 days of the receipt of the request.

MINIMUM CHECK AMOUNT – According to the division order that you have executed, payments will be paid when your payment has reached \$100. A check will be issued once yearly even if the payment has not yet reached \$100.

Section 91.504, Texas Natural Resources Code gives an owner of a royalty interest in oil or gas produced in Texas the right to request from a payor information about itemized deductions, the heating value of gas, and the Railroad Commission of Texas identification number for the lease, property, or well that may not have been provided to the royalty interest owner. The request must be in writing and must be made by certified mail. A payor must respond to a request regarding itemized deductions, the heating value of gas, and the Railroad Commission of Texas identification number by certified mail not later than the 60th day after the date the request is received. An owner of a royalty interest in oil or gas may obtain information regarding production that has been reported to the Railroad Commission of Texas by contacting the oil and gas division of the commission or accessing the commission's website and providing the identification number of the lease and the county in which the lease is located.