



## DIVISION ORDER INSTRUCTIONS

Dear Interest Owner(s):

Enclosed please find copies of Verdad Resources, LLC's form division order for your approval and execution.

- The purpose of this division order is to provide you information about your ownership and obtain certification from you that you are the correct person to whom payments for this interest should be made. **If there is a title requirement included with this letter, please provide the curative requested.**
- Please review your decimal interest in the property described. Also review the terms of the division order. Do not remove any of the attached pages to this division order, amended division order or transfer order. A complete set must be returned; both signature page and all exhibits.
- If signing for a corporation, print the name of the corporation and sign immediately below. All partners must sign unless signed by an authorized partner, in which case the supporting evidence of authority must be attached. If the instrument is signed by an agent, attorney-in-fact, guardian, estate representative, trustee or any party other than the named interest owner, attach the supporting evidence of the rights vested in the signatory party.
- **Supply and/or verify your Social Security or Tax Identification Number.** The interest and Dividend Compliance Act of 1983 (IDTCA, IRC 3406), requires that we withhold twenty-eight percent (28%) of all payments unless we are furnished with this number. The withheld monies are **not** refundable by Payor.
- Supply and/or verify the address to which checks should be mailed. Direct deposit is recommended; forms are available on the Owner Relation website. Please note, check detail will only be accessible online only and/or to reprint check detail.
- Please contact EnergyLink directly should you have any questions with setting up your account to receive account check detail <http://www.energylink.com> or 888-573-3364.
- The owner number and property will be listed on your check detail identifying your payment for this interest. Refer to this number when making inquiries about payments of your interest.
- Owner Relations Website: <https://verdadresources.com/owner-relations/>

After your review of the enclosed division orders, please execute one copy and return to this office for further handling. The extra copy is for your files.

If you have any questions concerning the above, please do not hesitate to contact me.

Sincerely,

*Lindsay Grose*

Lindsay Grose

Division Order Analyst

214.838.2763 | [land@verdadresources.com](mailto:land@verdadresources.com)

**SEE REVERSE FOR INFORMATION THAT WILL BE REQUIRED FOR FUTURE OWNERSHIP CHANGES.**



## DIVISION ORDER INSTRUCTIONS

### **Sale of Your Interest**

For a full or partial conveyance of a mineral, royalty, overriding royalty or working interest, furnish a copy of the conveyance document recorded in the county and state where the producing property is located.

### **When an Owner Dies**

When an owner dies without a will, furnish as many of the following documents as you have:

- Death Certificate
- Letters of Administration
- Order determining heirship and distribution; and/or
- Affidavit of Heirship

Individual state laws on descent and distribution differ. We will inform you if additional information is needed.

When an owner dies with a will, which has been admitted to probate in the same state where the producing property is located, furnish copies of as many of the following documents as are appropriate in the state where the producing property is located:

- Death Certificate
- Application for probate
- Copy of the Will
- Order Admitting 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 in a state other than that where the producing property is located, record exemplified copies of the above documents in the appropriate county where the producing property is located and furnish to VERDAD RESOURCES copies of the recorded instruments.

In some states, in the place of the above, Ancillary Probate Proceedings in the state where the producing property is located are required. Our Division Order Department can help you in determining the information needed.

If the interest is not of great value and the probate proceedings were not conducted in the same state where the producing property is located, it may be acceptable to record an Affidavit of Heirship, with the Will attached as an Exhibit, in the county and state where the producing property is located.

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

### **Termination of Joint Tenancy upon Death**

You will need to provide us with a copy of the death certificate. Please furnish the social security number or tax identification number of the surviving tenant.

### **Life Tenant Dies**

When an owner of a life estate dies you will need to provide us a copy of the death certificate and the names, addresses and social security numbers of the persons who own the remainder and who succeed to the interest. In some situations, we may need further information including the documents which created the life tenancy and named the successors.

### **Name Changes**

When an individual's name changes because of marriage, divorce, etc., you will need to provide us a copy of the marriage certificate, divorce decree or other document effecting the name change.

When a company or corporation changes its name; provide 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**

A copy of the divorce decree and copies of any recorded conveyance must be provided.

### **Trusts**

When a trust is created, please provide us copies of the Trust Agreement and the recorded conveyance to the Trust.

When a trust is dissolved, we will need a copy of the instrument of Dissolution and appropriate recorded conveyances.

### **Guardianships**

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