



Phone: (970) 332-3585
Mailing Address: PO Box 250 Wray, CO 80758
Email: owner.relations@ownresources.com
Website: www.ownresources.com

CHANGE OF OWNERSHIP

PLEASE PRINT

Copies of all relevant supporting documentation may be returned via email or USPS to:

Address: Own Resources Operating, LLC.
PO Box 250 Wray, CO 80758

Email: owner.relations@ownresources.com

Please note this section contains the requirements of Own Resources Operating for ownership transfer and is not intended to be, nor does it constitute, legal or tax advice.

You should consult an oil and gas attorney along with your tax advisor whenever transferring real property.

For a General Transfer of Ownership, please provide;

1. A copy of the **recorded assignment** and / or **deed**.
 - a. The documents must be recorded in the county where the well(s) are located.
2. Completed **Change of Ownership** form, and
3. IRS form **W-9**

In the event of the death of a royalty owner, please also provide;

- **Death Certificate**,
 - Along with any, or all of the following
 - Certified copy of the Last Will & Testament,
 - Order admitting the Will to Probate,
 - IRS Letter issuing TIN to Estate and showing Personal Representative,
 - Certified Letters Testamentary or Letters of Administration.

If your request includes the transfer to, or from one of the following, please also provide documentation to verify the entity, and who within the entity is authorized to make account requests and changes;

- **Trust Agreement**
 - Pages from a fully executed trust with;
 - Full Legal Name of the Trust, Trustees, Successor Trustees, All Signatures executing the Trust, or
 - Certificate of Trust, or
 - Statement of Authority.
- **Business – LLC, Partnership, Corporation, etc.**
 - Pages from an existing business agreement with;
 - Full Legal Name of the company, Partners / Members / Owners, Who is authorized to make financial decisions, All Signatures executing the Agreement, or
 - Secretary of State Certificate of Good Standing / Registration, and
 - Articles of Incorporation / By-laws, or
 - Statement of Authority.

When signing documents on behalf of an account owner, such as a Trustee, Business Member, POA, or Personal Representative, please include the legal document providing the limitations of your authority, and include your designation / title following your signature.

Example: *John Smith, Trustee, John Smith, Managing Partner, John Smith. POA.*

*** *Continue to page 2 to complete your New Owner account setup information.* ***

Current Owner: _____

Owner Code: _____ Last 4 of Tax ID: _____ # of New Owners: _____

New Owner: _____ Tax ID (SSN / EIN): _____

If New Owner is a Trust, Business, or Other than an individual, provide name and title of the person authorized to manage the account:

Mailing Address: _____

Physical Address: _____

Email Address: _____

Phone: (h) _____ (c) _____ (w) _____

Signature: _____ Today's date: _____

I hereby affirm that the information provided on this form is true and complete to the best of my knowledge. By signing, I authorize Own Resources Operating, LLC and its employees / affiliates to make the changes authorized by me, on this form.

New Owner: _____ Tax ID (SSN / EIN): _____

If New Owner is a Trust, Business, or Other than an individual, provide name and title of the person authorized to manage the account:

Mailing Address: _____

Physical Address: _____

Email Address: _____

Phone: (h) _____ (c) _____ (w) _____

Signature: _____ Today's date: _____

I hereby affirm that the information provided on this form is true and complete to the best of my knowledge. By signing, I authorize Own Resources Operating, LLC and its employees / affiliates to make the changes authorized by me, on this form.

**** Allow 4-6 weeks for our system to update, once your request is approved. ****