



Account and Ownership Change Requirements

Changes affecting payment from Arkoma Operations, LLC should be submitted in writing for the most efficient response, along with a copy of the applicable documentation as set out below, to: ownerrelations@arkomaops.com or Arkoma Operations, LLC, 2121 S Columbia Ave., Suite 101, Tulsa, Oklahoma 74114. Toll-Free 1-833-890-4147

Sale of Any Interest

A copy of the appropriate conveyance filed of record in each county in which property is located (Mineral Deed, Royalty Deed, Assignment, Bill of Sale, etc.).

Estate Proceedings

1. Owner died with a Will (Testate) and probate proceedings **are** in the state where the property is located
 - Death Certificate
 - Last Will and Testament
 - Order Admitting Will to Probate
 - Letters Testamentary
 - Final Decree of Distribution (if appropriate) or Judgment of Possession signed by the Court
 - Recorded conveyances (if appropriate)
 - W-9 Form completed by devisees
2. Owner died with a Will (Testate) and probate proceedings are **not** in the state where the property is located
 - Death Certificate
 - Foreign Letters Testamentary or Administration recorded in the county where the property is located
 - Last Will and Testament and Order admitting Will to ancillary probate in the state which the property is located; ancillary probate documentation should be recorded in every county where property is owned
 - Recorded conveyances (if appropriate)
 - W-9 Form completed by devisees
3. Owner died without a Will (Intestate)
 - Death Certificate of owner and any deceased heirs
 - Affidavit of Heirship, property location state laws of Descent and Distribution will apply; Affidavit of Heirship form and instructions can be found on our website; Affidavit of Heirship should be recorded in every county where property is owned
 - Recorded conveyances (if appropriate)
 - W-9 Form completed by heirs

Ownership Change Due to Divorce

Divorce Decree including Settlement Agreement and recorded conveyance from one party to the other, if applicable; conveyance document must be recorded in every county where property is owned.



Ownership Change Due to Death of Joint Tenant

Provide copy of death certificate of joint tenant; death certificate should be recorded in every county where property is owned.

Ownership Change Due to Death of Life Estate Holder

Life Tenant's death certificate along with names, addresses and tax identification numbers of remaindermen.

Name Change

1. An individual's name changes due to marriage, divorce, etc.
 - Copy of marriage certificate, divorce decree reinstating maiden name or other documentation affecting a name change
2. Company or corporation changes its name only
 - Certificate of Name Change (Tax ID should be included)
3. Company or corporation's name changes due to a merger
 - Certificate of Merger (Tax ID should be included)
4. Attorney-in-fact appointed
 - Copy of Power of Attorney

Address Change

Written request with the owner number, last four digits of the tax identification number, old and new address, owner signature and date; address change form can be found on our website. If payment is mailed to a bank or lock box, the same information is required. Direct deposit is not currently available.

Trust

1. Trust is created
 - Trust Agreement, specifically the pages creating the trust, naming the trustee(s) and successor trustee(s) and the signature page
 - Recorded conveyance transferring property into the trust; conveyance must be recorded in every county where property is owned
2. Trust is terminated
 - Documents dissolving the trust
 - Conveyance to beneficiaries; conveyance must be recorded in every county where property is owned
 - Trust Agreement, specifically the pages reflecting the powers of the trustee(s)
3. Trustee change – Death, Resignation or Appointment
 - Recorded instruments evidencing death or resignation of trustee and appointment of successor trustee (death certificate, resignation of trustee, appointment of trustee)
 - Trust Agreement, specifically the pages naming the trustee(s) and successor trustee(s), powers of the trustee(s) and the signature page

Bankruptcy

Chapter 11 - Court Order confirming the plan of reorganization.; Chapter 7 - Recorded conveyances as appropriate.