

FREQUENTLY ASKED QUESTIONS

OxyRoyalty.com

Land Administration – Revenue – Joint Interest Billing - Miscellaneous





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For all questions and requests, we need you to provide your owner number, then your first and last name in your email. If you do not have this information, please see Locate Owner Number FAQ below under Misc. Without this information, we cannot guarantee prompt response times.

LAND ADMINISTRATION

For the following Land Administration related questions or requests, please contact Land-O&C@oxy.com along with the required documentation or requested information.

Documentation can be either scanned and emailed to us, or if email is not an option, we also accept fax, or physical mail to our mailing address. However, for fastest handling, please use email.

Transfer of Ownership/Sale of an Interest:

Conveyance document or deed filed of record in the county/parish in which the property is located.

Appointment of Attorney-in-Fact:

A Copy of Power of Attorney.

Divorce:

In the event of title updates per a Divorce, we require the Complete Divorce Decree including the Settlement Agreement, then if appropriate, any recorded conveyances of title.

Partnership Change:

If a Trust or Partnership is created, the following is required:

The Trust or Partnership Agreement, and if appropriate, the recorded document(s) conveying the interest in a property to a Trust or Partnership.

If a Trust or Partnership is terminated, the following is required:

The Dissolution of Trust or Partnership document and if appropriate, the recorded conveyances to beneficiary.

For any Changes in Trustee(s):

The recorded instrument whereby the successor trustee was appointed.



Death of Owner - General Requirements:

Owner died with a Will and probate proceedings are to be conducted in the state where the property is located (Texas Only):

A Copy of Death Certificate, copy of the Last Will & Testament that has been recorded in the county where the property is located, Order admitting Will to Probate and Letters Testamentary.

Owner died without a Will (intestate) and the Estate is under administration (Laws of Descent and Distribution will apply as relevant):

A Copy of Death Certificate and a Certified copy of the administration proceedings.

Owner died without a Will (intestate) and no administration will be had, or with a Will which will not be probated:

The Copy of Death Certificate and an Affidavit of Heirship properly completed and notarized. It should be executed by two disinterested parties and recorded in the county where this property is located.

Owner having a Life Estate dies:

The death certificate and a copy of the deed noting the life estate should be submitted to Land Administration. Additionally, the remaindermen address(es) and tax identification number(s) (via signed W-9 Tax Form) are required as well.

Interest is owned by Joint Tenancy and one dies:

A Copy of Death Certificate of joint tenant.

Death of Owner - Rockies Specific Requirements for Probate:

Colorado Probate Specific Requirements:

Any property in the state of CO must be probated in CO. (no matter where the Owner is residing) Further, if probate was filed in a different state, then Ancillary probate must be filed in CO. Please provide the following:

- Death Certificate
- Personal Representative's Mineral Deed
- Letters Testamentary/Letters of Administration
- Order submitting Will/Estate to probate or ancillary probate in state of CO

Wyoming Probate Specific Requirements:

Any property in the state of WY must be probated in WY. (no matter where the Owner is residing) Further, if probate was filed in a different state, then Ancillary probate must be filed in WY. Please provide the following:

- Death Certificate
- Personal Representative's Mineral Deed
- Letters Testamentary/Letters of Administration
- Order submitting Will/Estate to probate or ancillary probate in state of WY
- If time limit has expired to file for probate, a Determination of Heirship from the Court may be accepted



Colorado Trust Specific Requirements:

Requirements for transfers from Trust to Individual:

- Certification of Trust Documents, establishing the trust
- Trust documents stating the Trustee or Beneficiary Trustee
- Trustee's Deed

Requirements for New Trustee:

- If a Trustee has passed away, we require a Certification of Trust Documents naming the new Trustee upon death of old Trustee.
- Affidavit of Trust naming the New Trustee & signed documentation by old Trustee relinquishing rights as Trustee and accepting appointment of the new Trustee.

OWNER INFORMATION UPDATE:

For the following Owner Information related questions or requests, please contact Land-O&C@oxy.com along with the required documentation or requested information.

Name Changes:

An individual's name changes due to marriage or divorce:

A Copy of Marriage Certificate or Divorce Decree reinstating maiden name change or other documents affecting name change.

A Company or Corporation changes its name:

Certificate of Name Change including Tax ID via W-9 Tax form.

Company or corporation's name change due to a merger:

Certificate of Merger including Tax ID via W-9 Tax form.

Account Detail Updates – Change of Address & Direct Deposit:

Change of Address - How do I notify OXY of a change of address for an individual, Partnership or Corporation?

Please fill out our [Change of Address Form](#) and follow instructions therein. You can also find this form under the My Account button on OxyRoyalty.com

Direct Deposit Setup - How can I arrange for the electronic funds transfer of my monthly Royalty checks?

Please use the [Electronic Funds Transfer Form](#) and follow instructions therein. You can also find this form under the My Account button on OxyRoyalty.com

How do I notify Oxy if I want to have federal taxes deducted from my royalty checks?

Deducting Federal Back Up Withholding from your monthly check is not an option.



I Received a Transfer Order - Division Order - Owner Locate letter. What do I do with them?

For Transfer Orders or Division Orders, please sign and date the copy that is marked Return to Sender and include it in the enclosed pre-paid and addressed envelope. If a W-9 tax form has been included, please fill out, sign, date and return this as well in the same envelope.

If you have received an Owner Locate Letter, then we need to verify your current mailing address. Please follow the directions thereon and return as soon as possible to avoid funds being escheated to the state.

How do I obtain copies of my Division Order?

Please contact Land-O&C@oxy.com and request a Supplemental Division Order along with your full name and Owner Number.

I need a form:

Please go to OxyRoyalty.com and hover your mouse over the "My Account" text at the top-middle of the page. You will see a dropdown of our forms located there for your use. Or [Click Here](#) for a direct link.

Leasehold Inquiry – Information Request Regarding the Status of My Lease:

For Leaseholders, please email us at Land-O&C@oxy.com with your specific inquiry and provide the name on the lease and a lease number if you know it.

Suspense Request:

Before we are allowed to suspend any interest, we need supporting documentation or support for the change. Please provide to us via email to Land-O&C@oxy.com either an unrecorded transferring deed, death certificate if an owner has passed away or other such support for your suspense request until recordation, or probate can be provided.

If you are requesting to suspend your own account, please provide your owner number, name and reason for suspense

Escheat Questions:

I have found that OXY has turned money over to the State in my name. How do I reclaim this money?

Under the escheat laws of each respective state, we are allowed to hold unclaimed funds for a specific period of time. The funds are turned over to the state of the last known address of record. If the address is unknown, the funds are turned over to the state of incorporation of the reporting company. Oxy's state of incorporation is Delaware.

The reclamation process will be between the claimant and the state holding the money. If contacted by a State: Follow the directions provided by the state. If contacted by someone other than the State: Be careful. Some 'finders' charge a fee or a percentage of the amount recovered. You can search for unclaimed property yourself. There are no fees and no time limit on reclaiming or filing a claim.

The majority of states have unclaimed property web sites. You can search for your name and print claim forms from these sites. Begin your search by state name, then state government. For example, the Texas Comptroller of Public Funds is the agency for the State of Texas. For some states, it is the Treasurer's office or Department of Revenue. Or <http://www.NAUPA.com> maintains a national database of unclaimed property records of participating



states. However, not all states participate in this database. Write to the state of residence or past residences and request a search be performed for you. All states have an unclaimed property department. For an accurate search, you should provide as much information as possible. Include your full name, social security number, and how you may be reached.

Remember - once you have reclaimed your funds, notify us if you think there is a possibility, we may be holding additional funds in your name.

REVENUE:

For all Revenue related questions below, contact Owner_Relations@oxy.com

1099 Tax Form:

How do I obtain copies of MISC Form 1099's, Check Detail Statements, and/or Working Interest Owner Expense Reports?

Please navigate to our website OxyRoyalty.com for all information regarding your Revenue.

How are amounts reported on Forms 1099 determined?

Amounts reported on Forms 1099 include all checks issued to owners during the prior calendar year. Other owner information reflected on the 1099 (owner name, SSN, address, etc.) is based on the information known to Oxy at the time Forms 1099 are generated. Checks issued and subsequently voided during the same year will not be counted.

How are prior year missing and/or voided checks handled on Form 1099?

IRS requires that all payments made in the calendar year be included on Form 1099. Forms will not be restated due to missing and voided checks, which were voided and reissued in subsequent year(s) based on owners' requests. Forms 1099 sent out and submitted for prior calendar years will not be restated and resubmitted to the IRS unless restatements relate to an Oxy internal error.

When are Forms 1099 mailed to owners?

The Oxy Owner Services group mails Form 1099 to owners on or prior to January 31st, as required by the IRS. Owners can also obtain their Form 1099 through our website OxyRoyalty.com

When are Forms 1099 submitted to the IRS by Oxy?

The Oxy Owner Services group submits Forms 1099 to the IRS on or before March 31st.

Whom should I contact if the amount on the Form 1099 does not agree to my records or if other information is not accurate?

Send an email inquiry to the email address provided above with the details regarding your 1099 and any believed discrepancies. We will review and get back to you.



Do I have to use the amount reported on the Form 1099 when I prepare my tax return?

The 1099 Form reflects information on file with the Oxy Owner Services group at the time the form was prepared. If ownership and/or other changes were not communicated to the Oxy Owner Services group, you may have to make adjustments on your tax return to report accurate information. Consult with your tax advisor.

Why do I have income reported in Box 7 on the Form 1099?

Per IRS regulations, Box 7 includes monies received for oil and gas payments if you are a working interest owner.

How are ownership changes handled on the Form 1099?

Ownership changes communicated to Oxy Owner Services will be made prospectively and any Forms 1099 already submitted to the IRS will not be restated. However, if ownership changes were communicated to the Owner Services during the Adjustment Period (February 1 – March 31) and checks were not cashed – Owner Services may void and reissue checks to correct owners and restate the Form 1099, if possible, based on the number of such late requests and the amount of time left before deadline for submitting the Form 1099 to the IRS.

Oxy Royalty Account Setup:

First Time Account Setup:

For full instructions on getting your Oxy Royalty account set up for the first time, please go to OxyRoyalty.com and hover your mouse over the General Information button. Then click on the First-Time User link. Or [click here](#) for a direct link.

What should I do if I forgot my password for OxyRoyalty.com?

Follow the following steps

- Click "Forgot Password?" Link
- Provide UserName, Last 4 Digits of SSN/Tax ID and Last 6 Digits of your OXY Owner Number.
- Click Submit button.
- An email will be sent to the email address mentioned in the account with the new password.
- Log in with new password. You need to change the password after first log-in.
- Note: If you fail to log-in after 3 attempts, account will be locked.

How do I add another person to my Oxy Royalty account?

Please email us with this request at the email address listed above. Further instructions will then be provided.

Royalty Check Info:

Monthly Royalty check detail and information can be found on your OxyRoyalty.com account

Why didn't I get a check this month?

Our checks are mailed on the 25th and 30th of each month. If you do not receive your check by the tenth business day from the date the checks were mailed, contact OXY.

Please be advised that it is OXY's policy to issue a check once an account has accumulated \$100.00 of production proceeds. If an account balance is less than \$100, a check will be issued when the account balance reaches \$100. The exception to this policy is that at least once a year we release all account balances over \$10.



Items Affecting Payment:

Market Conditions and Operational Issues:

- Payments may vary from month to month due to fluctuations in price or production from individual wells.
- Payments may be impacted by routine maintenance or operating issues which can affect the volumes produced from a well during a given period of time.

Adjustments:

- Quantity, price or ownership decimal revisions may necessitate payment adjustments.
- Adjustments may be necessary to correct previous payments whether overpaid or underpaid.
- It is a good idea to keep the check detail for future reference in the event adjustments occur.

Suspense:

- Payments can be held in suspense because of a transfer of interest from one owner to another, notice of death, missing address or Tax ID Number, or other legal or operational issues.
- Amounts due are accumulated and are released when the matter in question has been resolved and all related documents have been received and processed.
- All payments are retroactive to the date of suspension.

Deductions Questions:

For any and all questions regarding deductions, please email us with the specifics of your inquiry at Owner_Relations@Oxy.com



MISCELLANEOUS:

For all Misc. related questions below, contact Owner_Relations@oxy.com

Locate Owner Number:

I do not know my Owner Number

Please email us at the address listed above and provide your first and last name along with the last four digits of the Social Security or Tax ID number you have on file for your account. If you have received anything in the mail from us, please attach this as well as it will expedite our efforts to locate your owner number.

Contact on Behalf of Owner:

How do I obtain information for an account, but my name is not referenced on the account?

Please prepare a letter, email, or fax with the following information:

- Owner Number
- Name of Mineral Owner
- The reason why the above Owner wants this individual to have access to information.
- Contact information for said individual(s) should be listed as well
- What type of information does said Owner want to give access to
- Signature of Owner (Electronic signatures will not be accepted)
- Please include a form of ID from said owner that includes the full name and a valid signature. Any sensitive information may be redacted for privacy concerns.

Once the information is compiled into one document, please return to Owner Relations Dept. for consideration.



JOINT INTEREST BILLING (JIB) INFORMATION:

To Obtain EnergyLink.com User ID and Password Information:

Phone: 1-888-573-3364

email: Support@EnergyLink.com

Billing Questions:

For our owners who do not use or have access to EnergyLink, you are welcome to send Joint Interest Billing invoice questions to our Joint Interest Billing department at AR_GROUP@OXY.COM

In your request please include:

- Owner Number
- Name
- Name of property and the location of the property along with the working interest it should be for further verification.

JIB Invoice Payments:

Remittance Instructions:

For remittance instructions, please send us an email at AR_GROUP@OXY.COM and include your unique Owner number along with the month and year of the invoice payment being made. If you are submitting a payment that is over or under the invoiced amount, you would also want to include an explanation for the difference (i.e., you don't agree with charges billed under a specific venture/AFE).

Joint Venture Audit:

To schedule a joint venture audit or inquire about an existing audit, please send your request to:

5 GREENWAY PLAZA, SUITE 110,
Attn: Joint Interest Billing Department
HOUSTON, TEXAS 77046-0521

Netted Revenue Check:

If you are a netted owner and your net revenues exceed your net expenses, a check will be issued around the 15th of each month. If your net revenues exceed your net expenses and you do not receive your netted revenue check please contact Joint Interest Billing for further details.



5 GREENWAY PLAZA, SUITE 110, HOUSTON, TEXAS 77046-0521
P.O. BOX 27570, HOUSTON, TEXAS 77227-7570
OWNER_RELATIONS@OXY.COM

OTHER:

For all Other questions below, contact Owner_Relations@oxy.com

Whom do I contact to make changes to make to my APC or Oxy account?

Please refer to the email addresses provided herein for contact information regardless of prior ownership with Anadarko Petroleum Corporation, Kerr-McGee or Occidental Petroleum.

Whom do I contact if I need to obtain copies of historical checks, 1099s etc.?

Direct all requests for historical records from an APC or from an Oxy account to the email address provided above.