

# Frequently Asked Questions

## **Q. My name has changed, what document(s) does OXY need to change it in their records?**

**A .** If your name has changed due to -

- Marriage - Please provide a copy of your Marriage Certificate
- Divorce - Please provide a copy of the Divorce Decree
- Court Proceedings - Please provide a copy of the Court Order

## **Q. A relative has died leaving a Will. What does OXY require to change ownership?**

**A.** For oil and gas properties located in Texas :

For a Texas Resident, please provide copies of the following reflecting recordation in the county and state where the well(s) is located:

- Death Certificate
- Letters Testamentary
- Order Admitting Will to Probate
- Copy of Will
- List of all Heirs, including Name, Address and Social Security Number

For a Non-Resident of Texas, please provide copies of the following:

- Death Certificate
- Either
  - Ancillary Probate filed / opened in county where well located that includes:
    - Letters Testamentary
    - Order Admitting Will to Probate
    - Copy of Will
    - List of all Heirs, including Name, Address and Social Security Number

Or -

- Authenticated copies of Probate opened in another state that has been filed of record in the county where the well is located
- List of all Heirs, including Name, Address and Social Security Number

**Please Note:** Probate proceedings opened in another state have no affect on the passage of title in the State of Texas unless authenticated copies of such proceedings have been filed in the Deed Records of the county(s) where the property is located.

If your property is located in a state other than Texas , please contact OXY concerning the specific requirements.

**Q. A Relative has died without leaving a Will. What does OXY require to change ownership?**

**A.** Please provide the following:

- Death Certificate
- Affidavit of Heirship, completed by two disinterested parties - i.e. not heirs of the Estate
  - Please see the forms section of this website to obtain a copy of our form Affidavit
- List of all Heirs, including Name, Address and Social Security Number

**Q. I have transferred my interest to another party. What does OXY require to change ownership?**

**A.** Please provide a copy of the recorded conveyance document to OXY. Please note that the conveyance document should be recorded in the county(s) where the well(s) is located. You may mail the conveyance to:

**OXY USA, INC**  
**Attn: Land Administration**  
**P O Box 27570**  
**Houston TX 77227-7570**

**Q. How do I notify OXY of a change of address?**

**A.** Please be advised that OXY will accept written notice only. Said written notice must be submitted by the owner or his/her authorized agent. If the written request is sent by someone other than the interest owner, please enclose a copy of the document, such as a Power of Attorney, granting authority to act on behalf of said owner. For your convenience, you may refer to the forms section of this website to obtain a copy of our Change of Address Form. Please mail your written notification to:

**OXY USA, INC**  
**Attn: Land Administration**  
**P O Box 27570**  
**Houston TX 77227-7570**

**Q. How can I arrange for electronic funds transfer deposit of my checks?**

**A.** Please see the forms section of this website for OXY 's Electronic Funds Transfer Form. Please print the form and completely fill in all the information, sign it and mail it to:

**OXY USA, INC**  
**Attn: Land Administration**  
**P O Box 27570**  
**Houston TX 77227-7570**

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

**A.** 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, [www.NAUPA.com](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.

**Q. Why didn't I get a check this month?**

**A.** Our checks are mailed on the 25th 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 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.

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

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

**Q. What should I do if I forgot my password?**

- A.** 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.

**Q. How do I add another person to my OxyRoyalty.com account?**

- A.** Please call the Owner Relations Hotline at 713-215-7231.

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

- A.** Refer to the section labeled Reports by Owner No on your OxyRoyalty.com home page for links to additional reports.

**Q. I do not know my Owner Number**

- A.** Please contact Owner Relations Hotline at 713-215-7231 or email at [Owner\\_Relations@oxy.com](mailto:Owner_Relations@oxy.com)

**Q. How do I obtain copies of my Division Order?**

- A.** Please contact Owner Relations Hotline at 713-215-7231 and select Option 2 for the Land department.

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

- A.** Please prepare a letter, email, or fax with the following information:
- 6 digit 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.