



## Account and Ownership Change Requirements

Changes affecting payment from Abundance Energy Services 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@abundance-energy.com](mailto:ownerrelations@abundance-energy.com) or Abundance Energy Services 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.