

INFORMATION FOR OWNERSHIP CHANGES

ADDRESS CHANGES

Provide Enerplus with the updated information and the last four digits of the tax ID on file via email, letter, or Division Order

NAME CHANGES

Provide Enerplus with a copy of Marriage Certificate, Divorce Decree or another document effecting the name change

SALE OF INTEREST

For full or partial conveyance of your mineral, royalty, overriding royalty or working interest, provide Enerplus with a copy of the recorded document conveying the interest

DEATH OF AN INTEREST OWNER

- **NO WILL:** Provide Enerplus with a copy of the Death Certificate, a copy of a Recorded Order Determining Heirship and Distribution, and an IRS Form W-9 for every recipient of distributed mineral rights
- **WILL:** Provide Enerplus with a copy of the Death Certificate and a copy of as many of the following documents required by your State:
 - Order admitting the Will to Probate
 - Letters of Testamentary
 - Final Court Decree distributing assets and closing administration of the estate
 - Copies of any appropriate Recorded conveyances
 - IRS Form W-9 for every recipient of distributed mineral rights

Recorded documents must be placed of record in the county where the interest is held

TERMINATION OF JOINT TENANCY UPON DEATH

Provide Enerplus with a copy of the Death Certificate and an IRS Form W-9 with surviving tenant(s) Tax ID

DEATH OF LIFE TENANT

Provide Enerplus with a copy of the Death Certificate, an IRS Form W-9 with successors Tax information, and copies of the recorded documents creating the life tenancy and named successors

TRUSTS

Individual to Trust: Provide Enerplus with a copy of the recorded conveyance to the trust.

Dissolution of Trust: Provide Enerplus with a copy of the recorded conveyance to the beneficiaries.

Upon review, additional documentation may be requested, such as a copy of the certificate of trust or pertinent pages from the trust.

GUARDIANSHIPS

Provide Enerplus with a copy of Letters of Guardianship issued by the Court. When Minor reaches legal age, provide a copy of the minor's birth certificate

BANKRUPTCY

Provide Enerplus with a copy of the Court Order appointing the Trustee and any appropriate recorded conveyances and Court Order confirming sale



Attention: Division Order Department
950 – 17th Street, Suite 2200
Denver, CO 80202-2805

Any questions should be directed to our Division Order Tech:
Jacqueline McCarthy 720-279-5525
JMcCarthy@enerplus.com