

**NuEnergy Operating, Inc.  
General Landowner Information**

NuEnergy Operating, Inc  
POB 1122  
Gaylord Michigan 49734  
989-731-0590

**Address Changes**

You should notify NuEnergy Operating, Inc. in writing (with your signature) when your mailing address changes. Please include your **owner number, your old and new address, your daytime phone number and the last four digits of your Social Security Number or Federal Identification Number.** *NuEnergy Operating, Inc. cannot accept address changes by telephone or written information without your signature.*

**Sale/Purchase of Leased Property**

For a full or partial conveyance of a mineral interest, royalty interest, working interest or overriding royalty interest, it is the responsibility of the purchaser to furnish NuEnergy Operating, Inc. with the following:

A complete copy of the conveyance document recorded in the County and State where the producing property is located. Please include: Name, Address, Social Security Number or Federal Tax Identification Number of the new owner(s).

NuEnergy Operating, Inc.'s policy is to issue payment by Record Title Ownership; therefore NuEnergy Operating, Inc. will **not** transfer payment to a different owner without a recorded document.

**Social Security Number/Tax Identification Number Requests**

The IRS requires that NuEnergy Operating, Inc. report the Social Security Number or Tax Identification Number of all payees. Without this information, your royalty payments will be subject to 28% non-refundable withholding under IRS Regulations.

**Name Changes**

When an individual's name changes, as the result of a marriage, divorce, etc., please furnish NuEnergy Operating, Inc. with a copy of the Marriage Certificate, Divorce Decree reinstating a maiden name or other official documentation evidencing the name change.

You should also submit a copy of the Social Security Card showing the name as changed with the Federal Government/Internal Revenue Service. This insures that NuEnergy Operating, Inc.'s records are the same as the IRS.

When a company or corporation changes its name, NuEnergy Operating, Inc. will require a copy of the Certificate of Name Change and the new tax identification number.

### **Change of Ownership Due to Divorce**

NuEnergy Operating, Inc. will require a complete copy of the Divorce Decree, including the property settlement document and copies of recorded conveyances.

### **Trusts**

When a trust is created, NuEnergy Operating, Inc. will require copies of the Trust Agreement and the recorded conveyance to the trust.

When a trust is dissolved, NuEnergy Operating, Inc. will require a copy of the Instrument of Dissolution and appropriate recorded conveyances. For changes in Trustees, NuEnergy Operating, Inc. requires a copy of the document whereby the successor trustee was appointed.

### **Power of Attorney**

When a NuEnergy Operating, Inc. Owner is represented by an Attorney-in-Fact, a copy of the Power of Attorney document must be provided to NuEnergy Operating, Inc. to establish the extent of power given to the Attorney-in-Fact by the owner.

### **When an Owner Dies Without a Will**

When an owner dies without a will, please furnish NuEnergy Operating, Inc. as many of the following documents as appropriate:

- Death Certificate
- Letter of Administration
- Affidavit of Heirship – This document should be recorded in the same State/County where the Producing Property is located. A sample, in recordable form, may be found on our website, FORMS.
- Names, addresses and Social Security Numbers of the legal Heirs.

### **When an Owner Dies With a Will**

When an owner dies with a will that has been admitted to probate proceedings, please furnish NuEnergy Operating, Inc. as many of the following documents as appropriate:

- Death Certificate
- The Probated/Recorded Will
- Order Admitting the Will to probate
- Names, addresses and Social Security Numbers of the person(s) to whom the property passes under the Will

- Copies of any appropriate recorded conveyances

Note: If the will was admitted to probate in a different state, other than where the producing property is located, NuEnergy Operating, Inc. may require all of the above and Ancillary Probate in the state where the producing property is located.

Otsego County Probate Court is very helpful in probating a small estate, \$21,000 or less. For \$1.00 they provide a packet to help heirs accomplish this task. They can be reached at: 989-731-0204.

### **Termination of Joint Tenancy Upon Death**

NuEnergy Operating, Inc. will require a copy of the Death Certificate. Please furnish the Social Security Number or Federal Tax Identification Number of the successor in interest.

### **Life Tenant Dies**

When an owner of a life estate dies, NuEnergy Operating, Inc. will require a copy of the Death Certificate and the names, addresses and Social Security Numbers of the individuals who own the remainder and who succeed to the interest.

Note: Individual State laws differ on descent and distribution. You will be informed by NuEnergy Operating, Inc.'s Land Administration Office if additional information is required in any of the previously listed situations.

### **Guardianship**

When an owner is a minor or is declared incompetent, please furnish Letters of Guardianship issued by the court.

When a minor reaches the legal age, NuEnergy Operating, Inc. will need a copy of the minor's Birth Certificate.

### **Bankruptcy**

NuEnergy Operating, Inc. will require copies of the court order appointing the Bankruptcy Trustee, if appropriate, the recorded conveyances and the court order confirming any sales. For a Chapter 11 Bankruptcy, a copy of the order Consummating the Plan of Reorganization is required.

### **Payments**

Checks are generated on a monthly basis for accounts totaling \$50 or more. For account balances less than \$50, checks are issued at the end of each year, on or before December 31<sup>st</sup>.

### **Frequent Landowner Requests**

Please do not request address information, etc. concerning other landowners. NuEnergy Operating, Inc. does not publish the personal information of our landowners.

Please do not request NuEnergy Operating, Inc. to provide a property value relative to our producing properties. NuEnergy Operating, Inc. is not in a position to publish property values involving our producing properties.

**Contacting NuEnergy Operating, Inc.**

NuEnergy Operating, Inc  
145 West Main Suite 301 POB 1122  
Gaylord Michigan 49734  
989-731-0590  
**Fax: (989)732-5239**

When contacting NuEnergy Operating, Inc. by phone or in writing, please include your owner number and/or the last four digits of your Social Security Number. If you are a new owner, please include your contact information such as your name, current address, phone number and a brief message concerning your specific questions.

If you are contacting NuEnergy Operating, Inc. concerning a particular property, also include the property/well number. Both your owner number and the well number are found on our royalty check detail, which is the top portion of your check. Your owner number is at the top of the check detail to the right of your name. The property number is listed as the first typed information in the left-hand column under property # on the check detail. Failure to include owner number and property/well number may significantly impact NuEnergy Operating, Inc.'s ability to respond to your inquiry.

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