

**INSTRUCTIONS TO ALL INTEREST OWNERS  
READ ALL PAGES OF THIS INSTRUCTION SHEET BEFORE  
SIGNING THE INSTRUMENT(S)**

The enclosed Division Order or Transfer Order indicates that you currently own or previously owned an interest in the specified property(ies). This document does not amend any lease or operating agreements between the undersigned and the lessee or operator or any other contracts for the purchase of oil and gas. The purpose of this document is to verify that your interest is correctly reflected or to confirm that your interest was correctly transferred to the intended parties.

- Transfer Orders*                      You transferred your interest: If you agree that your interest has been transferred correctly, nothing further is required of you. Please keep this transfer order for your records. If you do not agree, please notify us in writing at the address shown below.
- You received interest that was transferred to you: If you agree that your interest is correctly shown on the transfer order, please sign your name as it is reflected on the transfer order. For example: jointly owned interests should be signed by all parties. If signing for a company or corporation, please list the company name and title. You are not required to notarize your signature.
- Division Orders*                      If you agree that your interest is correctly shown on the division order, please sign your name as it is reflected in the properties’ title records. For example: jointly owned interests should be signed by all parties. If signing for a company or corporation, please list the company name and title. You are not required to notarize your signature. Keep one copy for your records.
- Signature by  
Second party*                      If the instrument is signed by trustee(s), agent, attorney-in-fact, guardian or any party other than the named interest owner; please furnish evidence of authority to sign.
- Taxpayer ID*                          List the appropriate Social Security Number or Taxpayer Identification Number of the entity being paid. Failure to furnish this number will result in 24.0 % withholding tax in accordance with section 3406 of the Internal Revenue Service Code, and any tax withheld will not be refundable by bpx energy. (See the back of this sheet for clarification)
- Taxpayer Status*                      If you are a US citizen or entity residing in the United States, please complete the enclosed W-9 form and return it to our office. If you are a foreign citizen or entity or a United States citizen living abroad, please note this fact on the Division Order/Transfer Order and see our website to complete the appropriate tax form: [www.whtcomply.com](http://www.whtcomply.com)    User ID: taxwithcert    Password: Welcome 1
- Mailing*                                  Provide the address to which checks are to be mailed. bpx energy retains only one address per Business Associate Number.
- Future Changes  
In Ownership*                      Provide appropriate documentation (assignments, deeds, probate documents etc.) to bpx energy (using the email below) when/if your interest changes to another owner. bpx energy will not be responsible for any change of ownership in the absence of actual notice and satisfactory proof thereof.

Return the signed instrument without delay to [bpxownerrelations@bpx.com](mailto:bpxownerrelations@bpx.com).

If you are unable to access a computer you can call bpx energy Owner Relations at 1-800-732-6626, 9:00-4:00 CST, Monday-Thursday or write us at PO Box 941180, Houston, TX 77094. For additional information, visit us online at <http://ownerrelations.bpx.com>.

PLEASE NOTE:

bpx energy provides FREE, secure, online access to payment information 24 hours a day through the **bpx energy Owner Relations Website**. The features of the website include:

Check detail – view and print	Answers to frequently asked questions
Address change form	Completely paper-free alternative
Simple revenue tracking and reports	1099 Data

Registration for these services is simple. Please call bpx energy Owner Relations (1-800-732-6626) or send an email request to [bpxownerrelations@bpx.com](mailto:bpxownerrelations@bpx.com). Ask for a temporary password to Oildex and be sure to include your owner (business associate) number, name on the account and the last 4 digits of the social security number or tax id number. We will respond to your email with a temporary password. Then please proceed to <https://secure.oildexdx.com/bpx/login.asp>.

If you would like to receive your statement in writing, please send a written request to us informing us of your decision. If we do not hear from you, we will assume you have consented to having your statement sent electronically.

Payments will be mailed monthly when accruals to your account equal \$100.00 or more. Payments will be made each year in April for accumulated sums of over \$10.00.

If your mailing address changes, please log in to your Oildex account and submit a request to update your records through our Change of Address Form or send your request via email. For your protection, the change in address request should include 1) your old address, 2) your new address, 3) your business associate number, 4) your Social Security Number (SSN)/Tax Identification Number (TIN), and 5) Signature/date.

IRS form 1099-MISC. is furnished in early February of each year for owners receiving over \$10.00 in royalty income during the previous year.

## IMPORTANT TAX INFORMATION

**PLEASE READ THIS BEFORE SIGNING YOUR DIVISION ORDER OR TRANSFER ORDER.**

**THE FOLLOWING IS INFORMATION PROVIDED TO US BY THE INTERNAL REVENUE SERVICE:**

**Section 3406 of the Internal Revenue Service Code requires that 24% Backup Withholding Tax be withheld if your correct taxpayer identification number (TIN) is not provided. You may also be subject to a \$50.00 penalty by the IRS under Section 6721 of the Internal Revenue Service Code for failing to provide us with your correct TIN.**

**The TIN for an individual is the Social Security Number (SSN). Very often a TIN is incorrect because a name changes due to a change in marital status, adoption, or some other reason that has not been communicated to the Social Security Administration. The account must be in the name of the record title owner. In the case of a joint ownership, the SSN of the first person named on the account must be used.**

**For accounts such as trusts, estates, partnerships and similar entities, the TIN is the Employer Identification Number (EIN). The EIN on the account must be that of the entity who holds record title. Those accounts in the name of a trust where the grantor of the trust is also the trustee may use their own Social Security Number. If the name of the trustee changes for whatever reason an EIN must be obtained. Those accounts in the name of an estate may not contain the SSN of the deceased party for which the estate is named.**

**Federal Form 1099-MISC is generated at the end of the calendar year and is mailed to all owners of the last working day of the first month of the new year. Individuals receiving \$10.00 or less during the calendar year for royalties will not receive a form.**

## PRIVACY NOTICE

### ***How personal information is collected:***

bpX energy obtains information from customers, royalty owners, etc. through our Land organization or through authorized contractors.

### ***How and when the personal information is used:***

bpX energy requires the collection of some personal information including the SSN for verification and payment purposes.

### ***How the personal information is protected:***

bpX energy employs appropriate technical and organizational measures against the accidental, unauthorized, or unlawful processing, destruction, loss, damage or disclosure or personal data and has security programs and procedures to ensure that unauthorized persons do not have access to the personal data or to any equipment used to process the personal data.

### ***Who has access to the personal information?***

Only authorized bpX energy employees or authorized agents of the company will have access to your data.

### ***How the personal information is disposed of:***

Land documentation and electronic agreements are under the Life of Corporation retention policy and then disposed of per company destruction processes.

For more information regarding bp/ bpX energy's Privacy Rules, please visit [www.bp.com](http://www.bp.com) and view the Privacy Statement.

You may email us at [bpXownerrelations@bpX.com](mailto:bpXownerrelations@bpX.com), call bpX energy Owner Relations at 1-800-732-6626, 9:00-4:00 CST, Monday-Thursday, write to us at PO Box 941180, Houston, TX 77094, or visit us online at <http://ownerrelations.bpx.com>.

BP America Production Company  
BPX Energy Inc.  
Division of Interest