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## INSTRUCTIONS

**PLEASE NOTE:**

**ROYALTIES FOLLOW THE OWNERSHIP OF THE PROPERTY. CHANGES WILL NOT BE MADE IF THEY DO NOT MATCH THE AUDITOR'S WEBSITE OF THE COUNTY THE PROPERTY IS LOCATED UNLESS THE MINERALS WERE RETAINED.**

- Please complete the entire enclosed Form(s) to the best of your ability.
- If a W-9 form is enclosed, you need only return the first page w/signature.
- Accounts with incomplete information will be put on hold. Any balances on hold for more than two years may be remitted to the State of Ohio as unclaimed funds.
- It is the responsibility of the landowner to inform us of any changes to ensure there is no interruption in receiving royalty payments.

**Royalties are calculated monthly; however, a check is not issued until your account reaches \$40 or over. The frequency of your payments is dependent upon the size of your property, the current price we are receiving for gas and/or oil, and how productive the well is.**

**Return Completed Form(s):**

Ohio Valley Energy  
Attn: Royalty Relations  
200 Victoria Rd., Bldg 4  
Austintown, OH 44515  
**OR FAX – 330-799-2115**  
**OR EMAIL – [info@ohiovalleyroyalty.com](mailto:info@ohiovalleyroyalty.com)**

## ADDRESS CHANGE FORM

NAME: \_\_\_\_\_ DATE \_\_\_\_\_  
OWNER # (if known) \_\_\_\_\_  
EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

**OLD MAILING ADDRESS:**

\_\_\_\_\_  
Address  
\_\_\_\_\_  
City State Zip

**NEW MAILING ADDRESS:**

\_\_\_\_\_  
Address  
\_\_\_\_\_  
City State Zip

**\*PHYSICAL ADDRESS OF ROYALTY PROPERTY (if different from mailing address):**

\_\_\_\_\_  
Address  
\_\_\_\_\_  
City State Zip

Still own property

Do not own property but retained minerals.  
(Please provide copy of deed)

**\* ALL OWNERS ON ACCOUNT MUST SIGN BELOW BEFORE CHANGES WILL BE MADE\***

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

By submitting this form, I/we verify that I/we are the above-named person(s) and I/we authorize Ohio Valley Energy to make this requested change.

**Please Complete the Entire Form and Return to:**

Ohio Valley Energy, Attn: Royalty Relations, 200 Victoria Rd., Bldg 4, Austintown, OH 44515  
OR FAX – 330-799-2115 OR EMAIL – [info@ohiovalleyroyalty.com](mailto:info@ohiovalleyroyalty.com)