
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



Office Use Only: Owner Number: _____ Well Number _____
Date Change was Made _____ Completed by _____

RE-ISSUE CHECK REQUEST

NAME ON ACCOUNT: _____ DATE _____

OWNER # (if known) _____

EMAIL _____ PHONE _____

CHECK NUMBER(S) TO BE RE-ISSUED _____

*REASON FOR RE-ISSUE

Name Change

Older than 180 days

Lost/Destroyed Checks

Death

OTHER _____

PLEASE NOTE:

**THERE WILL BE A \$15 PROCESSING FEE TO RE-ISSUE.
THIS FEE WILL NOT BE CHARGED IF YOUR BANK REJECTS THE
CHECK DUE TO PRINTED CHECK ERRORS BY OHIO VALLEY ENERGY.**

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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