

ESTATE REQUIREMENTS

Documents should be sent to:

El Paso E&P Company, L.P.
Attn: Division Order Department
P O Box 2511
Houston TX 77252-2511

Royalties will be suspended only upon receipt of written notice of the owner's death, therefore, please provide notice as soon as possible. A copy of the death certificate should be provided if possible.

If the owner left a will (testate) AND the will has been probated: Payment will be made to the Estate representative upon receipt of the following:

- 1 Last Will & Testament
- 2 Order Admitting the Will to Probate
- 3 Letters Testamentary

4 Payment will be made to the heirs/devisees when the above documents are received along with:

- a. Louisiana - Judgment of Possession
- b. Texas - If probate is held in Texas either the Final Order of Distribution or statement by the Independent Executor(trix) that the estate is closed and all debts and taxes have been paid.
- c. All other States - Final Order of Court closing the estate. *Note: Any probate proceeding from a State other than that where the property is located must be placed of record in the Parish/County and State where the property is located and copies provided to El Paso Production Company (or copies of ancillary proceedings, if applicable).*

If the owner did not leave a will (intestate) OR the will was not/will not be probated:

Payment will be made to the heirs/devisees upon receipt of the following:

1. Death Certificate
2. Completed Affidavit of Marital History and Heirship. This form must be completed by someone who is familiar with the family history but WHO IS NOT AN HEIR and be signed in front of a notary public (see attached example). THE AFFIDAVIT MUST BE RECORDED IN THE COUNTY/PARISH WHERE THE PROPERTY IS LOCATED and a copy provided to El Paso Production Company. *Note: Arkansas - if property was acquired by husband and wife during marriage as tenants by the entirety, Death Certificate only is required. All other States - if title is held by joint tenants with rights of survivorship, Death Certificate only is required.*

El Paso E&P Company, L.P. must be provided with current mailing address and Tax ID number for all Heirs/Devisees. Upon Receipt of the above, amended division orders will be issued for the heirs/devisees to sign and return. Please call if there are any questions or further clarification is needed.