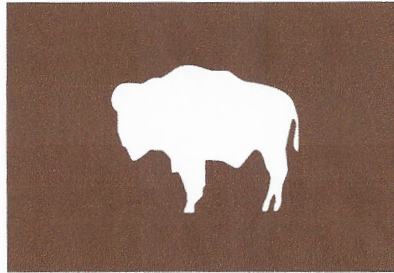


WYOMING OFFICE OF STATE LANDS AND INVESTMENTS

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MATTHEW H. MEAD
Governor

BRIDGET HILL
Director

September 29, 2015

To: All Companies

From: OSLI Royalty Compliance

RE: eRMA2 Reporting Change Request Form


In order to assure that all reporting changes are properly made at the request of the Payer, effective October 1, 2015, all companies will be required to submit the attached form when requesting reporting changes to a lease. The office will no longer accept emails with the change requests if the form is not included. The form covers changing Operators and Payers and adding or deleting product codes. If the request is to change the operator, a change of operator form from the BLM or WOGCC must be attached with the lease number, PSA number, and effective date. If the current operator and new operator have an agreement that the effective date is different than what is shown on the form, the office will require a letter, from the new operator, stating the agreed upon effective date. If the request is to change the payer, the office will verify all information with the new payer before any changes will be made.

Once the form is completed, email the form along with the supporting documents to Lesa Trefren at lesa.trefren@wyo.gov. An email confirming all changes have been processed will be sent when completed. Incomplete forms will not be processed.

It is the responsibility of the current operator/payer and the new operator/payer to make sure changes are submitted in a timely manner to avoid companies not being able to report. Failure to report will result in interest and penalties being accessed.

If you have any questions please feel free to contact me at billie.hunter@wyo.gov or 307-777-6641.

Sincerely,



Billie J. Hunter
Supervising Auditor
Royalty Compliance Division
State Lands and Investments