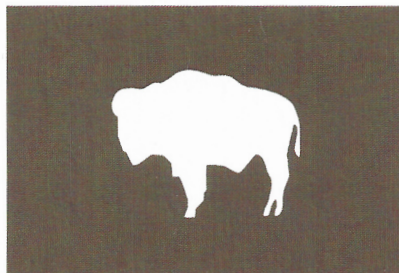


WYOMING OFFICE OF STATE LANDS AND INVESTMENTS

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MATTHEW H. MEAD  
Governor

BRIDGET HILL  
Director

November 18, 2013

**MEMORANDUM**

TO: Operators and Payers of State of Wyoming Oil and Gas Lease and Royalty Interests  
FROM: Office of State Lands and Investments *Bridget Hill*  
SUBJECT: Royalty and Operator Report Cover Sheets

As we continue our work revising the policies and procedures relating to royalty reporting, we may send out reminders when we see an issue or element that needs to be clarified.

In that regard, over time we have found that fewer companies are providing a cover sheet for their operator and royalty reports which have been submitted via eRMA2.

We are requesting that each company continue to provide a cover sheet for each separate report submitted via eRMA2. The cover sheet should contain the following information:

Company Name and its Office of State Lands & Investments Company Number  
**Black & Gold Minerals (0000)**

The production date(s) the media represents  
**March 2013 oil and gas production**

The Form Types reported  
**MR10 and MR20**

The report payment number  
**Payment ROY12345678 (to be completed by Office of State Lands and Investment staff)**

The payment type and amount  
**ACH # Total \$240,127.20**  
**or**  
**Check #12345 Total \$240,127.20**

Memorandum on Royalty and Operator Report Cover Sheets

The report(s) reference number(s) and the payment amount associated to the each

**R123456 - \$27.20**

**R12345666 - \$240,100.00**

A cover sheet containing this information allows us to provide the most accurate processing of operator and royalty reports possible. We, therefore, ask that the cover sheets be provided with all reporting. This cover sheet can be emailed along with the support media or can be sent via the USPS with the support media and payment.

Of course, some of the above details may not always apply. For example, if you are an operator only, you would not be able to provide the payment details, and we would not expect you to provide that information.

However, please also include any additional information that would be helpful in the processing of the reports, such as, credit balances created from amendments. We need to know precisely where we should apply those credit funds. Also, if funds are being included with the payment to cover items such as interest or penalty payments, please indicate this on the cover sheet.