



CHANGE OF ADDRESS FORM

Owner Number: _____ Date: _____ Telephone Number: (____) ____ - _____

Owner Name(s): _____

Email: _____

Old Address:

New address:

<i>Owner Signature & Title (Required)</i>	<i>Date</i>	<i>SSN / Tax ID</i>
<i>2nd Owner Signature & Title (Required – if applicable)</i>	<i>Date</i>	<i>SSN / Tax ID</i>

NOTE: If more than one owner name appears on the account, BOTH OWNERS MUST SIGN

For your security, we require you to complete all fields on the form above before we will make changes to your owner account. Please complete and return this form and any required documentation to Colgate Operating, LLC via the instructions below.

SITUATION	REQUIRED DOCUMENTATION
Name Change	- Marriage Certificate, divorce decree or other documentation effecting name change
Name Change – Companies	- Certificate of Merger, or name change - New Tax ID Form W9
Interest Owner Death - Testate (with a will)	- Death Certificate - Copy of the will / order admitting will to probate in the county records where the property is located - Letters Testamentary or Administration - Evidence stating all taxes have been paid related to the estate - Copy of trust documents if one was created through the will
Interest Owner Death - Intestate (without a will)	- Death Certificate - Evidence of all debts and taxes being paid - Affidavit of Death & Heirship form
Conveyance of Interest	- Copy of recorded instrument in which the interest was conveyed to a different party

MAIL:
 Colgate Operating, LLC
 Attn: Division Order Department
 300 N. Marienfeld ST, STE 1000
 Midland, TX 79701

FAX:
 (432) 695-4063

EMAIL:
 OwnerRelations@ColgateEnergy.com

Colgate Operating, LLC
 300 N. Marienfeld Street, Suite 1000, Midland, TX 79701
 P: (432) 695-4222 | F: (432) 695-4063