

SIGNING AND RETURNING YOUR DIVISION ORDER

- ❑ Verify your decimal interest and payment address
- ❑ Sign the Division Order as follows:

INDIVIDUAL: Sign your name exactly as shown. All individual signatures must be witnessed by at least one person, NOT related to the party signing. If your name has changed, we must be provided evidence of a legal name change (e.g. Marriage Certificate, Divorce Decree). If there is an error in the spelling of your name, please provide documentation to verify any alteration.

CORPORATIONS: Signature of the President or Vice President must be attested by the Corporate Secretary, Corporate Seal affixed and title of signatory party shown.

PARTNERSHIPS: All partners must sign unless signed by the General or Managing Partner. Only a General Partner may sign for Limited Partnerships. In either case, a copy of the authority to sign must accompany the Division Order.

SECOND PARTY: Signatures by an Agent, Attorney-in-Fact, Guardian, Estate Representative or Trustee MUST be accompanied by documentation whereby said party has been GIVEN THE AUTHORITY to sign on behalf of the owner.

❖ **PROVIDE SOCIAL SECURITY OR TAX IDENTIFICATION NUMBER:** Failure to provide this number will subject you to back-up withholding from your checks at the current rate imposed by the IRS.

One copy of the signed Division Order should be returned to Kaiser-Francis Oil Company for processing. The duplicate should be retained for your records and future reference.

YOU MAY CONTACT US AT:

**KAISER-FRANCIS OIL COMPANY
Attn: Division Order Department
PO Box 21468
Tulsa, OK 74121-1468
Phone: 918-494-0000
Fax: 918-491-4387**