

DIVISION ORDER INSTRUCTIONS FOR EXECUTION

Please return one executed original (Division Order) form in accordance with the instructions set forth below retaining the owner copy for your records.

Do not alter this document unless the proper documentation is provided supporting the alterations contained therein. Said documentation must be filed record in the county/parish(s) where the well is located.

Please fill out the attached [W-9 Form](#) with the information you use to file your taxes and return it along with executed Division Order. The tax identification number must match what was provided on the Division Order.

Valero pays royalties only by Electronic Funds Transfer. You must provide Valero with a completed [Direct Deposit Agreement Form](#) if we do not have one filed for you.

SIGNATURE(S):

- Sign your name exactly as shown on the Division Order. If your signature is different, legal documentation supporting the name change is required. If this interest is owned jointly by two or more individuals, all signatures are required unless documentation is provided verifying authorization of one individual to sign on behalf of all parties.
- Signatures by Agents, Attorneys-in-Fact, Guardians, or Trustees must be verified by attaching a copy of the recorded legal documentation evidencing of the rights vested in the signatory party.
- In the event of multiple trustees and/or executors, all signatures are required unless documentation is provided verifying authorization of one individual to sign on behalf of all parties.
- Signatures for companies or corporations must be executed by an authorized officer with the name and title of the signatory party printed beneath the signature.
- If executing on behalf of a partnership, or association, indicate your official capacity and provide documentation of your authority to execute on behalf of such organization.

SOCIAL SECURITY OR TAXPAYER IDENTIFICATION NUMBER:

- To avoid a 28% withholding tax penalty, as mandated by the Internal Revenue Code, a Taxpayer Identification Number or Social Security Number is Required.

ADDRESS:

- Fill in the address in the space provided to ensure prompt receipt of revenue payment.

WITNESS SIGNATURES:

- Signature of two witnesses evidencing your signature should be provided.