

# Instructions to Payors and Operators *for the* Form ONRR-4444

Addressee of Record Designation for Service of Official Correspondence

“Official Correspondence” includes, but is not limited to, Dear Payor letters, Dear Reporter letters, Order letters, Courtesy Notices, invoices, interest bills, and Notices of Non-compliance.

Refer to the *Code of Federal Regulations*, 30 CFR, Subpart H—Service of Official Correspondence, §218.500 through §218.580, located on the ONRR web site at [http://www.onrr.gov/Laws\\_R\\_D/FRNotices/PDFDocs/51749.pdf](http://www.onrr.gov/Laws_R_D/FRNotices/PDFDocs/51749.pdf), or contact ONRR Financial Management staff at 1-800-525-7922 for further information.

Payors/Operators *must* send an original, signed Form ONRR-4444 to ONRR to authorize *any and all* official address and contact changes.

## General Guidelines—Please Read!

- You must put a current Payor Code or Operator Number on the Form ONRR-4444.
- You may type information into the electronic Form ONRR-4444 and print it OR print a blank form and fill it in manually. Either way, sign and mail the original form to ONRR at the mailing address at the end of these instructions. Please be sure all entries are complete and legible.
- Each Form ONRR-4444 can have *only one* Address of Record. If your company handles correspondence in different locations, *each* address requires a separate 4444.
- Each Form ONRR-4444 can have *only one* Addressee of Record, which must be a company employee—*not* a contractor.
- Provide *only one* Address and/or Addressee of Record for any correspondence type. One copy of any correspondence from ONRR will be mailed to the most recent Address and Addressee of Record for that correspondence type.
- Changes to an official Address and/or Addressee of Record **cannot** be made by phone, or by e-mail, or by any ONRR analysts or other points of contact.
- The Form ONRR-4444 **cannot be used for company name changes or mergers**. You must initiate those changes through the BLM.
- If your company does not have a current, signed original Form ONRR-4444 on file with ONRR, your address and addressee of record will default to the latest information in our financial data system.
- Form ONRR-4444 data does not update the contact data used for personal (non-correspondence) interactions with ONRR.

The instructions below detail how to complete the Form ONRR-4444. For ease of reference, each data item is entitled exactly as it appears on the form.

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**New or Modification** (checkboxes at the top of the form)

Check the action that best describes the data being submitted on this form.

- If you are a **new** operator or payor, check the **New** box and enter the **Effective Date** when you/your new Company ID becomes responsible for the receipt of official correspondence. (This may be the current date.)
  - If you already have a Company ID # and/or data in our system, check the **Modification** box and enter the **Effective Date** when the changes on this form become effective.
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**Effective Date**

Enter the date when the requested changes will go into effect. If you do not enter an Effective Date, we will enter the date on which we receive the signed Form ONRR-4444.

**Note:** Although it is permissible to set up an Effective Date in the future, in no case can an Effective Date be set prior to our receipt of the signed Form.

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**Company Name**

Enter the legal name of the company or reporting entity for which this action applies—this name *must* be correctly associated with the Company ID # assigned by ONRR. If these items do not match, we cannot process your updates.

**Note:** Company name changes and mergers *cannot* be entered using a Form ONRR-4444. You must initiate those types of changes through the Bureau of Land Management.

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**Company ID #**

Enter your company's Payor Code or Operator Number (a five-character ID number assigned by ONRR). We cannot process any Form ONRR-4444 that does not include a current Payor Code or Operator Number. **Do not** enter any other type of number (e.g., SSN or Tax Identification Number). **Do not** enter more than one company ID on a Form ONRR-4444—each company ID requires a separate form.

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**Please mark the correspondence type(s) with which this address is being associated**

**Please do NOT automatically check all ten boxes!** Doing so will delay the processing of your Form ONRR-4444 because we will have to contact you for clarification. Check **only** those boxes that represent specific types of correspondence that ONRR should send to your company. See the table below for detailed information to help you decide which correspondence types to check.

<b>Check this box</b>	<b>ONLY if . . .</b>
Royalty Reporting (Form MMS-2014)	You are a payor.
Solid Minerals/Geothermal (P&R) Reports	Your company has solid or geothermal mineral leases.
Rental Courtesy Notices	You have leases with current rental obligations.
Invoices: Financial terms (FIN)	You are a payor. (The ONRR might need to contact you about underpayments or questions about rentals and/or minimum royalties.)
Invoices: Indian over-recoupment (IOR)	Your company has Indian leases.
Production Reporting (Forms MMS-4054/4058)	You are an operator and have an ONRR-assigned Operator Number. If so, submit a Form ONRR-4444 separate from all other correspondence types for this one.
Audit and compliance correspondence	You have producing leases, and you are a payor or operator.
Enforcement notices	You are a payor. (We may need to contact you regarding debt collection, compliance and enforcement, or audit issues.)
Invoices: Rights of Way/ Use and Easement (ROW/RUE)	You are a payor with OFFSHORE leases.
Invoices: Interest (INT)	You are a payor with ONSHORE leases. (We may need to contact you regarding late payments.)

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### **Address of Record**

Enter the complete mailing address of your addressee of record to assure receipt of ONRR official correspondence for the functions checked above.

**Note:** There can be **only one** Address of Record for each correspondence type. One copy of each ONRR mailing will be sent to the most recent address in our financial data system.

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### **Person to contact as Addressee of Record**

*and/or*

### **Title of position designated as Addressee of Record**

You must enter *either* the name of a person *or* a job title/department as the Addressee of Record. You may add a title or position to the name of a person, if you wish.

- If you wish a particular person to receive ONRR official correspondence, enter their name, title or department (optional), phone number, fax number, and e-mail address. This person *must* be an employee—not a contractor.
- If you prefer a particular correspondence type to be directed to a position title or department, enter the title/department, and provide a phone number, fax number, and e-mail address.

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**Print the name and title of company  
official making Addressee designation**

Please type or legibly print the name and title of the company official authorizing the entries on this form for the Company ID #.

**Print the form** and have the identified official sign and date it. (A dated signature helps ONRR verify that the most recent information is in our financial data system.)

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**Signature**

You must mail an **original, signed copy** of *each* Form ONRR-4444 to ONRR in order to enter a new or modified Addressee of Record into our financial data system. Faxes and copies are *not* acceptable.

To expedite processing your Form MMS-4444, send a separate form for each Payor Code, each Operator Number, each Address of Record, and each Addressee of Record. There can be only one Address and only one Addressee of Record for any correspondence type.

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Mail the **printed and signed original Form ONRR-4444** to:

Office of Natural Resources Revenue  
PO Box 25165  
Denver CO 80225-0165

**Note:** If you are sending both a Form W-9 and a Form ONRR-4444, or multiple copies of either form, you can mail them in the same envelope.