

# Appendix A

## Contact Information

The best source of contact information is the ONRR web site at [www.ONRR.gov](http://www.ONRR.gov). The **Contact Us** link in the upper right corner of every major page contains contact lists, arranged by subject, that provide current assignments and phone numbers.

The entries below include directions to specific information on ONRR.gov.

### Refunds

- Open [www.ONRR.gov](http://www.ONRR.gov).
- Click the REPORTING/PAYING tab.
- Click *Payments*
- Select [Accounts Receivable, Billing and Financial Issues Information](#)
  - Federal
  - Indian

Mail completed forms to:

Office of Natural Resources Revenue  
Revenue, Reporting, and Compliance Revenue  
Financial Management  
PO Box 25165, MS63220B  
Denver CO 80225-0165

## Allowances

### **Federal oil/gas (offshore) requests for exceptions to allowance limits or computation methods.**

- Open [www.ONRR.gov](http://www.ONRR.gov).
- Click the REPORTING/PAYING tab.
- Click *Royalty Reporting*.
- Go to the [Allowance](#) section, click the appropriate form and follow the instructions.

Mail completed forms to:

Office of Natural Resources Revenue  
Royalty Valuation  
PO Box 25165, MS643000B  
Denver CO 80225-0165

Email: [royaltyvaluation@onrr.gov](mailto:royaltyvaluation@onrr.gov)

### **Federal oil/gas (onshore) requests for exceptions to allowance limits or computation methods.**

- Open [www.ONRR.gov](http://www.ONRR.gov).
- Click the REPORTING/PAYING tab.
- Click *Royalty Reporting*.
- Go to the [Allowance](#) section, click the appropriate form and follow the instructions.

Mail completed forms to:

Office of Natural Resources Revenue  
Royalty Valuation  
PO Box 25165, MS643000B  
Denver CO 80225-0165

Email: [royaltyvaluation@onrr.gov](mailto:royaltyvaluation@onrr.gov)

### **Indian transportation forms submission.**

- Open [www.ONRR.gov](http://www.ONRR.gov).
- Click the REPORTING/PAYING tab.
- Click *Royalty Reporting*.
- Go to the [Allowance](#) section, click the appropriate form and follow the instructions.

Mail completed forms to:

Office of Natural Resources Revenue  
Audit Management  
PO Box 25165, MS620000B  
Denver CO 80225-0165

**Indian transportation (Indian oil and gas) requests for exceptions to allowance limits or computation methods.**

- Open [www.ONRR.gov](http://www.ONRR.gov).
- Click the REPORTING/PAYING tab.
- Click *Royalty Reporting*.
- Go to the [Allowance](#) section, click the appropriate form and follow the instructions.

Mail completed forms to:

Office of Natural Resources Revenue  
Royalty Valuation  
PO Box 25165, MS643000B  
Denver CO 80225-0165

Email: [royaltyvaluation@onrr.gov](mailto:royaltyvaluation@onrr.gov)

**Payor Codes (New) or name changes**—required to make payments to ONRR

- Open [www.ONRR.gov](http://www.ONRR.gov).
- Click the REPORTING/PAYING tab.
- Click *View the Royalty Reporter checklist here*.
- All current information is available on this [page](#).

**Code of Federal Regulations (CFR)**

Electronic Code of Federal Regulations, (e-CFR) web site:  
<http://www.ecfr.gov/cgi-bin/ECFR?page=browse>

## Electronic Payments

- Open [www.ONRR.gov](http://www.ONRR.gov).
- Click the REPORTING/PAYING tab.
- Click *Payments*.
- Instructions for all methods of electronic payment to ONRR are available on this [page](#).

The *Payments* page lists phone numbers for individuals and groups who support particular electronic payment methods.

## Electronic Reporting

- Open [www.ONRR.gov](http://www.ONRR.gov).
- Click the REPORTING/PAYING tab.
- Click *Production Reporting* or *Royalty Reporting* or *Solid Minerals Reporting*.
- Follow the instructions.

### **Final Rule containing exceptions to electronic reporting (Final Rule, 64 FR 38116—July 15, 1999).**

- Open [www.ONRR.gov](http://www.ONRR.gov).
- Click the ONRR/About tab.
- Click Rules & Regulations.
- On the *Rules and Regulations* page, under **Rules**, click **MMS Revenue Rulemakings**.
- On the **MMS Revenue Rulemakings** page, scroll down and click AC40—Electronic Reporting.
- On the [Regulation Identifier Number 1010-AC40](#) page, under **Proposed and Final Rules**, click the first link for [64 FR 38116 – July 15, 1999](#).

## Ecommerce and Data Warehouse Portal

- Open [www.ONRR.gov](http://www.ONRR.gov).
- Click on DW Portal or eCommerce link

## Form ONRR-2014 reporting instructions for Royalty Reporting Paper (except Solid Minerals)

- Open [www.ONRR.gov](http://www.ONRR.gov).
- Click the REPORTING/PAYING tab.
- Click **Royalty Reporting**.
- In the second section on the *Royalty Reporting (except Solid Minerals)* page, find the **Forms** section.
- The **Royalty Reporting** form is Form ONRR-2014. Open the form and follow the instructions on the second page.

Mail completed forms to (only for those without internet connectivity):

Office of Natural Resources Revenue  
PO Box 25627  
Denver CO 80225-0627

In the **Contacts** section, you will find resources on the following topics:

- Electronic Reporting Inquiries
- Royalty Reporter and Error Correction (Electronic Reporting Problems)
- Lease/Agreement Maintenance and Rent Status

## Form ONRR-2014 reporting instructions for Solid Minerals

- Open [www.ONRR.gov](http://www.ONRR.gov).
- Click the REPORTING/PAYING tab.
- Click **Solid Minerals Reporting**.
- In the **Reporting Forms** section, under Production & Royalty, open Form ONRR-2014 and follow the instructions on the second page.

Mail completed forms to (only for those without internet connectivity):

Office of Natural Resources Revenue  
PO Box 25627  
Denver CO 80225-0627

## Handbooks

- Open [www.ONRR.gov](http://www.ONRR.gov).
- Click the REPORTING/PAYING tab.
- Click *Handbooks*.
- All current [handbooks](#) are available electronically on this page.

## Index Zone Prices

- Open [www.ONRR.gov](http://www.ONRR.gov).
- Click the VALUATION tab.
- Click *Indian Index Zone Prices*.
- All current information is available on this [page](#).

## Index Gas Valuation

- Open [www.ONRR.gov](http://www.ONRR.gov).
- Click the VALUATION tab.
- Click *Valuation Regulations*.
- All current information is available on this [page](#).

### **Indian Lockbox Payments**

- Open [www.ONRR.gov](http://www.ONRR.gov).
- Click the REPORTING/PAYING tab.
- Click *Payments*.
- [Scroll down to the Payments to Indian Lockboxes section.](#)

### **Interest Statements, Current Interest Rates, Current Late Payment and Overpayment**

- Open [www.ONRR.gov](http://www.ONRR.gov).
- Click the REPORTING/PAYING tab.
- Click *Late Payment Interest*.
- All current information is available on this [page](#).

### **IRS Reporting/Payment Responsibilities**

- Contact the IRS directly.
- Tax ID Number for 1099's: 84-0848646

### **Major Portion Prices**

- Open [www.ONRR.gov](http://www.ONRR.gov).
- Click the VALUATION tab.
- Click *Indian Major Portion Gas Prices*.
- All current information is available on this [page](#).

### **Overpayments, Federal and Indian**

- Open [www.ONRR.gov](http://www.ONRR.gov).
- Click the REPORTING/PAYING tab.
- Click *Late Payment Interest*.
- All current information is available on this [page](#).

## Rent and Royalty Share Submission to CIRC

- Open [www.ONRR.gov](http://www.ONRR.gov).
- Click the REPORTING/PAYING tab.
- Click *Payments*.
- [Scroll down to the Jointly owned Lease Payments section](#).
- The information you need is in the CIRC Leases subsection.

Reports/payments/other items—delivered by courier

Note: This address is for courier deliveries ONLY. The US Post Office does not deliver to this address; overnight or certified mail is delivered to our PO Box.

Office of Natural Resources Revenue  
PO Box 25165, Entrance N1  
Building 85, Eighth Street  
Denver Federal Center, CO 80225  
Delivery hours are 7:00 am - 4:00 pm weekdays (except Federal holidays)

## Reports/payments/other items—delivered by US Post Office

**Note:** All mail—including overnight express deliveries and certified mail—is delivered to this PO Box:

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

## Reports/payments/other items—delivered in person

Delivery hours are 7:00 am - 4:00 pm weekdays (except Federal holidays).

Office of Natural Resources Revenue  
PO Box 25165, Entrance N1  
Building 85, Eighth Street  
Denver Federal Center, CO 80225

Use the main Federal Center entrance, Gate 1, on Kipling Avenue north of Alameda Parkway in Lakewood. You must show a valid Driver's License to enter the Federal Center. Proceed west to the second stop sign. Turn right and proceed north to another stop sign. Cross 1<sup>st</sup> Avenue and proceed past the building on the left to the north parking lot. There are two delivery parking spaces. Ring the bell beside the outer doors for service at the window.

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