

Table of Contents

Abbreviations	Abbreviations-1
Glossary	Glossary-1

Chapter	Page
1 – About This Handbook	1-1
1.1 Naming Conventions	1-1
1.2 Distribution	1-1
1.3 Maintenance	1-2
1.4 Regulatory Authority	1-2
2 – Reporting Overview	2-1
2.1 Who Must Report and Pay	2-1
2.2 Leases Reported to ONRR	2-1
2.3 Which Form to Submit	2-2
2.3.1 Form ONRR-4430, Solid Minerals Production and Royalty Report	2-2
2.3.2 Form ONRR-2014, Report of Sales and Royalty Remittance (special circumstances only)	2-3
2.4 Authorized Reporting Formats	2-3
2.5 Record Retention Requirements	2-3
2.6 Payment Requirements	2-4
2.7 Due Dates for Reports and Payments	2-4
2.8 Report Acceptance	2-5
3 – Form ONRR-4430 Field Descriptions and Explanations	3-1
3.1 Field-by-field Explanations	3-1
3.1.1 Customer Number	3-2
3.1.2 Customer Document ID	3-2
3.2 Filling Out the Form ONRR-4430	3-2
3.2.1 Page 1	3-2
3.2.2 Page 2 – Original Data Lease Level Detail	3-5
3.2.3 Page 3 – Summary and Other Financial Obligations	3-8
3.2.4 Page 4 – Value and Volume Adjustments	3-12
3.2.5 Page 5 – Value and Volume Adjustments	3-16
3.3 Where to Send Your Completed Paper Form ONRR-4430	3-20

Chapter	Page
4 – Production and Royalty Report (P&R), Form ONRR-4430	4-1
4.1 Form ONRR-4430 Objectives	4-1
4.1.1 P&R Report Summary	4-1
4.1.2 Guidance on Reporting	4-2
5 – Original P&R	5-1
5.1 Mine Selection Page	5-1
5.2 P&R Original Summary Page.....	5-2
5.3 Lease Level Detail Page	5-2
5.3.1 Lease Level Data Input	5-3
5.4 Main Payment Page	5-6
6 – Value Adjustment	6-1
6.1 Value Adjustment Steps.....	6-1
6.2 Value Adjustment Detail Page.....	6-2
7 – Other Obligations	7-1
7.1 How to Report and Pay Lease Level Obligations.....	7-1
7.1.1 Reporting Recoupable Rent	7-2
7.1.2 Recoupable Advance Royalty Obligation/Recouping Advance Royalty.....	7-4
7.1.3 Reporting Minimum Royalty.....	7-6
7.1.4 Reporting Minimum Royalty Payable in Advance, and Recouping Minimum Royalty Payable in Advance	7-7
7.1.5 Reporting Indian Recoupable Balance, and Indian Recoupable Taken.....	7-9
7.1.6 Reporting Contract Settlement.....	7-11
7.2 Obligation Reversal	7-12
7.3 Historical Obligations	7-12
8 – Volume/Value Adjustment Report	8-1
8.1 Volume/Value Adjustment	8-1
8.1.1 How to Complete a Volume/Value Adjustment Report	8-1
8.1.2 Volume/Value Adjustment Detail Page.....	8-2
8.1.3 Volume/Value Adjustment Summary Page.....	8-4
8.2 Volume/Value Main Payment Page.....	8-5
8.2.1 Main Payment Page	8-6

Chapter	Page
9 – Volume/Value Allocation Tools	9-1
9.1 Original P&R Allocation Option Information	9-1
9.1.1 Lease Level Data Input If Using the Allocation Tools	9-1
9.1.2 Mine Level Data Input If Using the Allocation Tools	9-2
9.2 Volume/Value P&R Allocation Option Information	9-4
10 – How to Complete the Form ONRR-2014 (<i>Special Circumstances Only</i>)	10-1
10.1 Example Form ONRR-2014	10-1
10.2 Field Information	10-3
10.2.1 Header Fields	10-3
10.2.2 Line Item Reporting Fields	10-4
10.2.3 Trailer Fields	10-6
10.3 How to Report and Pay Lease Level Transactions	10-8
10.3.1 Transaction Code 04, Rental Payments	10-8
10.3.2 Transaction Code 05, Advance Rental Credit	10-10
10.3.3 Transaction Code 25, Recouping Advance Rental Credit	10-12
10.4 Minimum Royalty	10-15
10.4.1 Transaction Code 02, Minimum Royalty Payment	10-15
10.4.2 Transaction Code 52, Recoup Minimum Royalty Paid in Advance	10-17
10.5 Advance Royalty Recoupment	10-20
10.5.1 Transaction Code 33, Recoup Advance Royalty	10-20
10.6 Deferred Bonus	10-23
10.6.1 Transaction Code 67, Deferred Bonus	10-23
10.7 Adjustments	10-25
10.7.1 General Reporting Principles for Adjustments	10-25
10.7.2 Reporting Example	10-25
<hr/>	
Appendix	Page
A – Contact Information	A-1
B – Payment Method Codes	B-1
C – Lease Prefix Conversion Tables	C-1
Table C-1 Federal Lease Prefix Conversions	C-1
Table C-2 Indian Lease Prefix Conversions	C-3

Table of Contents

D – Product Codes	D-1
E – Transaction Codes	E-1
F – Adjustment Reason Codes	F-1
G – Minerals Management Service Production and Royalty Reports, October 2001	G-1
1 General Information.....	G-1
1.1 Background.....	G-1
1.1.1 Objectives	G-1
2 P&R Report Summary	G-2
2.1 Acronyms	G-2
3 Screen Specifications	G-2
3.1.1 Mine Selection Page	G-2
3.1.2 Other Obligation Page.....	G-3
3.1.3 P&R Original Summary Page	G-4
3.1.4 P&R Original Detail Page.....	G-5
3.1.5 P&R Value Adjustment Summary Page	G-6
3.1.6 P&R Value Adjustment Detail Page.....	G-7
3.1.7 P&R Volume/Value Adjustment Summary Page	G-8
3.1.8 P&R Volume/Value Adjustment Detail Page.....	G-9
3.1.9 Main Payment Page	G-11
3.1.10 Confirmation Page	G-12
3.1.11 Error Page	G-12
3.1.12 Logout Page	G-13
4 Field Definitions	G-14
4.1 Queried Fields Not Visible through the P&R.....	G-16