



# United States Department of the Interior

## MINERALS MANAGEMENT SERVICE

Royalty Management Program

P.O. Box 25165

Denver, Colorado 80225-0165

IN REPLY REFER TO

MMS-RVD-SMVRB/SMRS  
Mail Stop 3153

MAY 12 1997

## NOTICE

Dear Payor:

According to Section 2.5 of the Solid Minerals Payor Handbook, Release 1.0, dated February 20, 1997, payors should "Follow these instructions for payments on Federal leases:

- Include your five-character MMS solid minerals payor code (see "Payor Code" on p. 3-2) and your payor-assigned document number (PADN)(see p.4-5) for the related Form MMS-2014."

**THIS INFORMATION MUST BE ON YOUR PAYMENT DOCUMENT (Check, Money Order, Bank Draft, or Wire Transfer) AND YOUR SUPPORTING REPORT OF SALES AND ROYALTY REMITTANCE (FORM MMS-2014) IN ORDER TO DISBURSE FUNDS AUTOMATICALLY.**

It is imperative that you include these two valuable pieces of information on your payment documents and Form MMS-2014 in the future. This will enable the Minerals Management Service to distribute and disburse the information and payments in a more timely manner to our recipients. We thank you for your cooperation in this matter.

If you have any questions, please call Patrick Mulcahy at (303) 275-7221 or (888) 201-6416.

Sincerely,

John J. Hovanec  
Chief Solid Minerals Reporting Section  
Solid Minerals Valuation and  
Reporting Branch  
Royalty Valuation Division