



United States Department of the Interior

MINERALS MANAGEMENT SERVICE

Royalty Management Program
P.O. Box 5760
Denver, Colorado 80217-5760

IN REPLY REFER TO

ARD/RB
Mail Stop 3132

NOV 24 1998

Dear Payor:

The Minerals Management Service (MMS) is introducing a new software application for electronic filing of the Report of Sales and Royalty Remittance (Form MMS-2014). This new version is the Form MMS-2014 Template (Template). The Template is user friendly and includes online help text and a user guide.

To use the Template you need the following:

- 486 or higher personal computer and
- Windows 95 or higher.

The Template includes features that enable you to:

- Retain your payor reference data, which you can access each month. You can also request an update of your reference data as needed.
- Recall the previously saved report so you can easily amend lines on the Form MMS-2014.
- Print the Transmittal Letter (Form MMS-4036) and a hard copy Form MMS-2014.
- Download your files to use with electronic mail or diskette submission.

The Template package consists of the following items:

1. Form MMS-2014 Template installation software on a CD-ROM (12 diskettes are available, if necessary).
2. Form MMS-2014 payor reference data on diskette(s).
3. Form MMS-2014 Template Users Guide that includes MMS contact points for help with installation.
4. One blank test diskette and mailer.
5. An Electronic Commerce Agreement (ECA). If you have already completed an ECA, please disregard.
6. Our most recent electronic commerce brochure showing reporting and payment options and MMS contact points with toll-free numbers and E-mail addresses.
7. Electronic mail instructions.

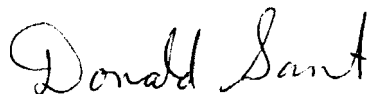
To obtain the Template package, please submit your request with company name, address, contact person, and active payor code(s) to:

U.S. Department of the Interior
Minerals Management Service
Attn: 2014 Template
P.O. Box 5760
Mail Stop 3132
Denver, CO 80217-5760

or fax your request to 303-231-3608 or 303-231-3700.

The Template is easy to use. We provide it at no cost and encourage its use because electronic reporting will be required for most reports in the near future.

Sincerely,

A handwritten signature in black ink that reads "Donald Sant". The signature is written in a cursive style with a large, looped initial "D".

Donald Sant
Deputy Associate Director
for Royalty Management