



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/RDB/MS 3133

AUG 12 1999

Dear Payor:

Effective June 29, 1999, the Payor Information Form (MMS-4025) has been revised to eliminate well data information in Section III-D and buyer/seller information in Section IV. You are no longer required to provide this information to MMS.

Enclosed is a copy of the revised Payor Information Form, which supersedes the third release dated February 1998. Please remove the copy of the third release Payor Information Form from the Minerals Management Service *Oil and Gas Payor Handbook, Volume I*, and replace with the enclosed form. This form is available to you on the MMS Internet website, <http://www.rmp.mms.gov/custserv/pubserv/OGRforms.htm>.

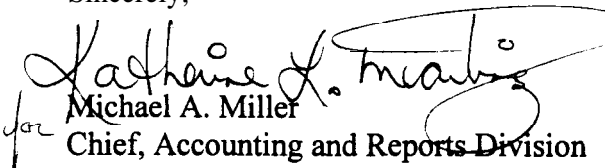
This information collection is titled Payor Information Form and was approved by the Office of Management and Budget (OMB) on June 29, 1999. The approval for this collection expires on June 30, 2002, and the assigned OMB Control Number is 1010-0033.

The Paperwork Reduction Act of 1995 requires us to inform you that this information is being collected to establish and maintain an automated accounting database for Federal and Indian oil and gas lease production and sales. We estimate the burden for completing this form including the associated record keeping is 45 minutes. Responses to this information collection are mandatory and are considered proprietary (5 U.S.C. 552).

Comments on the accuracy of this burden estimate or suggestions to reduce this burden should be addressed to the Information Collection Clearance Officer, MS 4230, MMS, 1849 C Street, NW., Washington, DC 20240 and to the Office of Management and Budget, Office of Information and Regulatory Affairs, Attention: Desk Officer for the U.S. Department of the Interior, Washington, DC 20503. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

If you have any questions, please call Reference Data Branch at 1-800-525-9167, or write to the address on this letterhead.

Sincerely,


for Michael A. Miller
Chief, Accounting and Reports Division

Enclosure

INSTRUCTIONS

Section I

- o **Check if Designee** - You are a designee if you are paying for a working interest on a lease (operating rights owner) that you don't own. Check if you are paying royalties for other working interest owners.

Section III-A

- o **Responsibility Type** - Enter "A" for adding a responsibility or "C" for changing a responsibility that you have previously added. The responsibility types are:
 - MR - Minimum royalty
 - RN - rent
 - RO - royalty
 - RR - rent recoupment
 - OT- other

Responsibility type "RO" requires completion of the remainder of the form. You must complete a separate Payor Information Form for each "RO". Each "RO" will be numbered with a separate revenue source number.

- o **Start and End dates** - Enter the sales month and year you will begin or stop reporting for the responsibility type. Do not enter start dates for responsibility "RO" as this will be duplicated with your start dates for product information. If you end date an "RO" type we will end date all the corresponding selling arrangements.

Section III-B

- o MMS requires that only BLM or MMS (OCS) **approved** producing units and CA's or unit revisions be reported on the PIF.

- o **Royalty Rate** - Enter the royalty rate you will be paying for responsibility type "RO"

Section IV

- o **Product Code** - Enter the product code or description. If you enter the product code you do not need to enter the product description. The product codes are:

01 - Oil	12 - Flash Gas	19 - Sulfur
02 - Condensate	13 - Fuel Oil	20 - Other liquid hydrocarbons
03 - Processed gas	14 - Oil Lost	22 - Helium
04 - Unprocessed gas	15 - Fuel gas	25 - Geothermal - hotwater
05 - Drip	16 - Gas Lost	26 - Geothermal effluent disposal
07 - Gas Plant Products	17 - Carbon dioxide	27 - Geothermal - steam
09 - Nitrogen	18 - Salt	

- o **Contract** - A separate selling arrangement must be assigned for each long term contract. Spot sale contracts may be reported under one selling arrangement for that product. List long term contracts sequentially and code them as L with a sequence number. For example, a product with two long term contracts would be "L1" and the next line "L2". Spot sale arrangements should be coded with an "S" - there is no sequence number with an "S".
- o **AI (Allowance Indicator)** - A separate selling arrangement must be established for each non-arm's length allowance rate associated with each contract. If both a transportation allowance and a processing allowance are claimed for a product only one selling arrangement is necessary. Enter the number of non-arm's length allowance rates for each contract.
- o **POP** - Check if this product is gas and is sold under a percentage-of-proceeds (POP) contract.
- o **RIK** - Check if this product will be Royalty-in-Kind.
- o **Selling Arrangement** - Provide the three character code if this product was previously setup in the database (code from the payor confirmation report or model MMS-2014).