

# Instructions to Payors and Operators for the Form MMS-4444

## Addressee of Record Designation for Service of Official Correspondence

“Official Correspondence” includes, but is not limited to, Dear Payor letters, Dear Reporter letters, Order letters, Courtesy Notices, invoices, interest bills, and Notices of Non-compliance.

Refer to the *Code of Federal Regulations*, 30 CFR, Subpart H—Service of Official Correspondence, §218.500 through §218.580, located on the MRM web site at [http://www.mrm.mms.gov/Laws\\_R\\_D/FRNotices/PDFDocs/51749.pdf](http://www.mrm.mms.gov/Laws_R_D/FRNotices/PDFDocs/51749.pdf), or contact MMS Financial Management staff at 1-800-525-7922 for further information.

Payors and Operators *must* send an original, signed Form MMS-4444 to the MMS to authorize *any and all* official address and contact changes.

## General Guidelines—Please Read!

- You may either type information directly into the electronic Form MMS-4444, print it, then sign and mail the original to the MMS OR print a blank form, fill it in manually, then sign and mail the original to the MMS. Please be sure that all entries are complete and legible.
- Each Form MMS-4444 can have *only one* Address of Record. If your company handles correspondence in different locations, *each* address requires a separate 4444.
- Each Form MMS-4444 can have *only one* Addressee of Record, which must be a company employee—*not* a contractor.
- Please provide *only one* Address and/or Addressee of Record for any correspondence type. One copy of any correspondence from MMS will be mailed to the most recent Address and Addressee of Record.
- Changes to an official Address and/or Addressee of Record **cannot** be made by phone, or by e-mail, or by MMS analysts or other points of contact.
- The Form MMS-4444 **cannot be used for company name changes or mergers**. You must initiate those types of changes through the BLM.
- If your company does not have a current, signed original Form MMS-4444 on file with the MMS, your address and addressee of record will default to the latest information in our financial data system.
- Form MMS-4444 data does not update the contact data used for personal (non-correspondence) interactions with MMS. That type of contact information is maintained by individual analysts, not by our financial data system.

The instructions below describe how to complete the Form MMS-4444. For ease of reference, each data item is entitled exactly as it appears on the form.

---

**New or Modification** (checkboxes at the top of the form)

Check the action that best describes the data being submitted on this form.

- If you are a **new** operator or payor, check the **New** box and enter the **Effective Date** when you/your new Company ID becomes responsible for the receipt of official correspondence. (This may be the current date.)
  - If you already have a Company ID # and/or data in our system, check the **Modification** box and enter the **Effective Date** when the changes on this form become effective.
- 

**Effective Date**

Enter the date when the requested changes will go into effect. If you do not enter an Effective Date, we will enter the date on which MMS receives the signed Form MMS-4444.

**Note:** Although it is permissible to set up an Effective Date in the future, in no case can an Effective Date be backdated to predate the receipt of the signed Form.

---

**Company Name**

Enter the legal name of the company or reporting entity for which this action applies—this name *must* go with the Company ID # assigned by MMS. If these items do not match, MMS cannot process your updates.

**Note:** Company name changes and mergers *cannot* be entered using a Form MMS-4444. You must initiate those types of changes through the BLM (Bureau of Land Management).

---

**Company ID #**

Enter your company's Payor Code or Operator Number. (Both are five-character ID numbers assigned by the MMS). **Do not** enter any other type of number (e.g., no SSNs or Tax Identification Numbers). **Do not** enter more than one number on a Form MMS-4444—each requires a separate form.

---

**Please mark the correspondence type(s) with which this address is being associated**

**Please do NOT automatically check all of these boxes!** Doing so will delay the processing of your Form MMS-4444. Check **only** those boxes that represent specific types of correspondence that MMS should send to your company. Detailed information to help you decide which correspondence types to check is provided the table below.

Check this box	ONLY if . . .
Royalty Reporting (Form MMS-2014)	You are a payor.
Solid Minerals/Geothermal (P&R) Reports	Your company has solid or geothermal mineral leases.
Rental Courtesy Notices	You have leases with current rental obligations.
Invoices: Financial terms (FIN)	You are a payor. (MMS might need to contact you about underpayments or questions about rentals and/or minimum royalties.)
Invoices: Indian over-recoupment (IOR)	Your company has Indian leases.
Production Reporting (Forms MMS-4054/4058)	You are an operator and have an MMS-assigned Operator Number. If so, submit a Form MMS-4444 separate from all other correspondence types for this one.
Audit and compliance correspondence	You have producing leases, and you are a payor or an operator.
Enforcement notices	You are a payor. (MMS might need to contact you regarding debt collection, compliance and enforcement, or audit issues.)
Invoices: Rights of Way/ Use and Easement (ROW/RUE)	You are a payor with OFFSHORE leases.
Invoices: Interest (INT)	You are a payor with ONSHORE leases. (MMS might need to contact you regarding late payments.)

### Address of Record

Enter the complete mailing address of the addressee of record to assure receipt of MMS official correspondence for the functions checked above.

**Note:** There can be **only one** Address of Record for each correspondence type. MMS mailings will be sent only to the most recent address in our financial data system.

### Person to contact as Addressee of Record

*And/or*

### Title of position designated as Addressee of Record

Enter *either* the name *or* the job title/department designated as the Addressee of Record.

- If you wish a particular person to receive MMS official correspondence, enter their name, title or department (optional), phone number, fax number, and e-mail address. This person *must* be an employee—not a contractor.

- If you prefer a correspondence type to be directed to a particular position title or department, enter the title/department, and provide a phone number, fax number, and e-mail address.

---

**Company Official Making Addressee  
Designation (Name/Title)**

Please type or legibly print the name and title of the company official authorizing the entries on this form for the Company ID #.

Print the form and have that official sign and date it. (A dated signature helps the MMS verify that the most recent information is in our financial data system.)

---

**Signature**

MMS must receive an **original, signed copy** of *each* Form MMS-4444 in order to enter a new or modified Addressee of Record into our financial data system. Faxes and copies are *not* acceptable.

To expedite our ability to process your Form MMS-4444, a separate form is required for each Payor Code, each Operator Number, each Address of Record, and each Addressee of Record. There can be only one Address and only one Addressee of Record for any correspondence type.

---

Mail the **printed and signed original Form MMS-4444** to:

Minerals Management Service  
Minerals Revenue Management  
Chief, Financial Management  
POB 25165, MS 350B1  
Denver, CO 80225-0165