

Designation Form for Royalty Payment Responsibility Form MMS-4425

SUBMIT ONE FORM PER DESIGNATION - INSTRUCTIONS ON REVERSE SIDE

(1) MMS LEASE NUMBER - -

(2) OMM/BLM AGENCY ASSIGNED LEASE NUMBER

NOTE: IF THE PRODUCT CODE AND RESPONSIBILITY TYPE ARE NOT COMPLETED, MMS WILL ASSUME THE DESIGNATION COVERS ALL

(3) PRODUCT CODE

(4) RESPONSIBILITY TYPE RENT MINIMUM ROYALTY ROYALTY

(5) EFFECTIVE DATE (MMDDYY) (6) TERMINATION DATE (MMDDYY)

PLEASE PROVIDE THE FOLLOWING INFORMATION AS LESSEE:

(7) PAYOR CODE (8) TAX IDENTIFICATION NUMBER

(9) LESSEE NAME: _____

LESSEE ADDRESS: _____

CITY, STATE, ZIP: _____

LESSEE EMAIL ADDRESS: _____

TELEPHONE: - - FAX: - -

PLEASE PROVIDE THE FOLLOWING INFORMATION REGARDING DESIGNEE:

(10) PAYOR CODE (11) TAX IDENTIFICATION NUMBER

(12) DESIGNEE NAME: _____

DESIGNEE ADDRESS: _____

CITY, STATE, ZIP: _____

DESIGNEE EMAIL ADDRESS: _____

TELEPHONE: - - FAX: - -

PLEASE SIGN THE SIGNATURE LINE BELOW:

Check Box (13) LESSEE OF RECORD (13) OPERATING RIGHTS OWNER

(14) SIGNATURE _____ DATE _____
(Lessee of Record or Operating Rights Owner)

INSTRUCTIONS
for Form MMS-4425

Mandatory items are in **bold print**.

1. **MMS Lease Number** - is a 10-digit number that MMS converts from the BLM or OMM assigned lease number, i.e., BLM lease number NM-12345 converts to MMS lease number 030-12345-0.
2. **OMM/BLM Agency Assigned Lease Number** - an alpha-numeric number assigned to any contract or agreement issued or approved by the U.S. under a mineral leasing law that authorizes exploration for, extraction of, or removal of oil and gas.
3. **Product Code** - is a 2-digit code assigned to a product description as follows:
(01) Oil (02) Condensate (03) Processed Gas (04) Unprocessed Gas (07) Gas Plant Products (25) Geothermal (99) Other
4. **Responsibility Type** - check box if you are authorizing payment for rent, minimum royalty, royalty or all of the above.
5. **Effective Date** - The effective date of the designation.
6. **Termination Date** - The termination date of the designation.

Information under lessee block:

7. **Payor Code** - a 5-digit code assigned to the lessee who assumes an obligation to report and remit rental or royalty due on the lease.
8. **Tax Identification Number** - a 9-digit number that is your social security number (SSN) or employer identification number (EIN).
9. **Lessee Name, Address, Telephone, and if available, Email address and Fax Number** - please print or type.

Information under designee block:

10. **Payor Code** - a 5-digit code assigned to the designee who assumes an obligation to report and remit rental or royalty due on the lease.
11. **Tax Identification Number** - a 9-digit number that is your social security number (SSN) or employer identification number (EIN).
12. **Name, Address, Telephone Number, and if available, Email Address and Fax Number** - please print or type.
13. **Check the box(es) if you are lessee or record and/or operating rights owner on this lease.**
14. **Signature** - as lessee of record or operating rights owner, and date of signing.

Paperwork Reduction Act of 1995 (PRA) Statement: The PRA (44 U.S.C. 3501 et seq.) requires us to inform you that we collect this information to aid MMS in processing your claim for a reward under FOGRMA. The MMS uses the information to pay a reward to certain individuals who provide information to the Government leading to the recovery of royalty or other payments owed to the United States from oil and gas leases on Federal lands or the Outer Continental Shelf. Responses are voluntary and of own initiative by the individuals. Proprietary information is protected in accordance with standards established by the Federal Oil and Gas Royalty Management Act of 1982 (30 U.S.C. 1733), the Freedom of Information Act (5 U.S.C. 552(1), (4)), and the Department regulations (43 CFR 2). 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. Public reporting burden for this form is estimated to average one hour per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of this form to the Information Collection Clearance Officer, Minerals Management Service, Mail Stop 4230, 1849 C Street, NW, Washington, DC 20240.