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## General Royalty & Ownership Change Information

This information is provided to assist with commonly asked Royalty Payment-related questions

### **Sale of Your Interest:**

For a full or partial conveyance of your mineral, royalty interest or overriding royalty interest please furnish:

A copy of the conveyance document recorded in the County and State where the producing property is located. Please include: names, addresses and Social Security Numbers of the new owners.

Rex Energy's policy is to issue payment by Record Title Ownership; therefore Rex Energy will **not** transfer payment to a different owner without a recorded document.

### **Social Security Number and/or Tax Identification Number Requests:**

The IRS requires that Rex Energy report the social security number or tax identification number of all payees. Without a social security or tax identification number, your royalty payments will be subject to 28% non-refundable withholding under IRS Regulations.

### **Name Changes:**

When an individual's name changes, because of marriage divorce, etc., please furnish Rex Energy with a copy of the marriage certificate, divorce decree reinstating a maiden name or other official documentation evidencing the name change.

When a company or corporation changes its name, Rex Energy will require a copy Certificate of Name Change and the tax identification number. If the change is due to a merger, please furnish a copy of the Certificate of Merger and the tax Identification Number.

### **Change of Ownership Due to a Divorce:**

Rex Energy will need a complete copy of the divorce decree, including property settlement document and copies of the recorded conveyances.

### **Trusts:**

When a trust is created, Rex Energy will require copies of the Trust Agreement and the recorded conveyance to the trust.

When the trust is dissolved, Rex Energy will require a copy of the Instrument of Dissolution and appropriate recorded conveyances. For changes in Trustees, Rex Energy will require a copy of the document whereby the successor trustee was appointed.

### **Power of Attorney:**

When a Rex Energy owner is represented by an Attorney-in-Fact, a copy of the Power of Attorney document must be provided to Rex Energy to establish the extent of power given to the Attorney-in-Fact by the owner.

### **When an Owner Dies Without a Will:**

When an owner dies without a will, furnish to Rex Energy with as many of the following documents as appropriate in your state:

- Death Certificate
- Letters of Administration
- Order determining heirship and/ or distribution
- Recorded Certificate of Transfer (Ohio properties)
- Affidavit of Heirship – This document should be recorded in the same County and State where the producing property is located
- Names Addresses and Social Security numbers of the heirs

You will be informed by Rex Energy's Land Department if any additional information is required.

### **When an Owner Dies with a Will:**

When an Owner dies with a will which has been admitted to probate proceedings in the same state where the producing property is located, furnish Rex Energy with as many of the following documents as are appropriate in your state:

- Death Certificate
- Probated/Recorded Will
- Recorded Certificate of Transfer (Ohio Properties)
- Order admitting the will to probate
- Letters Testamentary
- Names, address and social security numbers of the persons to whom the property passes under the will
- Copies of any appropriate recorded conveyances

Note: if the will was admitted to probate in a different state than where the producing property is located, Rex Energy requires all of the above and Ancillary Probate in the state where the producing property is located. Similarly, if the will was admitted to probate in a different county than where the producing property is located, Rex Energy requires all of the above documents to be recorded in the county where the producing property is located.

### **Termination of Joint Tenancy upon Death:**

Rex Energy will require a copy of the death certificate. Please furnish the social security number or tax identification number of the successor in interest by utilizing the W9 Tax Form.

### **Life Tenant Dies:**

When an owner of a life estate dies, Rex Energy will require a copy of the death certificate and the names, addresses and social security numbers of the persons who own the remainder and who succeed to the interest.

In some situation, Rex Energy will need further documentation, including the documents which created the life tenancy and named the successors. Rex Energy's Land Department will inform you if any additional information is needed.

### **Guardianship:**

When a Rex Energy owner is a minor or is declared incompetent, please furnish Letters of Guardianship issued by the court.

### **Bankruptcy:**

Rex Energy requires copies of the court order appointed the Trustee, if appropriate, the recorded conveyances and the court order confirming any sales.

### **Frequent Landowner Requests:**

Please do not request address information, etc. concerning other landowners. Rex Energy does not publish the personal information of our landowners.

Please do not request Rex Energy to provide a property value relative to our producing properties Rex Energy is not in a position to publish property values involving our production Properties.

Forms are available for social security information, direct deposit, and address changes on our Owner & Leasing Relations website to help facilitate your needs: (<http://www.rexenergycorp.com/owner-leasing-relations.html>).

### **Address Written Correspondence To:**

Rex Energy Corporation  
Attn: Owner Relations  
366 Walker Drive  
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**Phone:** (800) 442-5965

**Fax:** (814) 278-7286

**Email:** [OwnerRelations@rexenergycorp.com](mailto:OwnerRelations@rexenergycorp.com)