

NEW MEXICO STATE LAND OFFICE
ROYALTY MANAGEMENT DIVISION
P O BOX 1148
SANTA FE, NEW MEXICO 87504-1148
505-827-5772
FAX: 505-476-0480

OIL AND GAS ROYALTY FILER'S KIT

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This filer's kit contains information regarding oil and gas royalty return filing with the New Mexico State Land Office. Information includes: the ONGARD (Oil and Natural Gas Administration Database) system, royalty reporting and payment requirements, web applications, account notices and answers to frequently asked questions. Oil and gas royalty reporting forms are provided in this kit. Royalty forms can also be accessed through the State Land Office web site:

www.nmstatelands.org

Additional kits are available upon request.

RESOURCES

SLO Rulings:

For information concerning rulings, statutes and rules and regulations for oil and gas royalty administered by the New Mexico State Land Office, please contact:

Danny Martinez
Royalty Management Division
New Mexico State Land Office
P O Box 1148
Santa Fe, NM 87504-1148
(505) 827-5757
dmartinez@slo.state.nm.us

Publications:

To order copies of Royalty informational publications, please contact:

Royalty Management Division
New Mexico State Land Office
P O Box 1148
Santa Fe, NM 87504-1148
(505) 827-5772
dborunda@slo.state.nm.us

PUN and Lease Numbers:

If you need assistance obtaining, reviewing or correcting production unit numbers (PUNs) and related leases, please contact:

Sylvia Martinez
Compliance and Special Projects Bureau
New Mexico State Land Office
P O Box 1148
Santa Fe, NM 87504-1148
(505) 827-5871
smartine@slo.state.nm.us

Forms:

You may download all royalty forms with the exception of remittance documents at:

http://www.nmstatelands.org/forms_3.aspx

If you file royalty electronically, you can request remittance documents online at:

http://www.ongard.state.nm.us/industry%20access/Royalty_RemittanceDoc_Request/LOGIN.ASPX

If you do not have a login and password for electronic filing, you can request remittance documents by contacting:

Revenue Processing Bureau
Royalty Management Division
New Mexico State Land Office
P O Box 1148
Santa Fe, NM 87504-1148
(505) 827-5854

OIL AND GAS ROYALTY PROGRAM

The New Mexico State Land Office (SLO) administers the royalty program on the production and disposition of oil and gas products derived from New Mexico state lands. This includes the processing of hardcopy (paper) and electronic royalty returns and management and maintenance of associated files and records. The SLO administers a comprehensive audit and compliance program that examines royalty data for reporting accuracy and compliance with lease terms, statutes, rules and regulations.

ROYALTY MANAGEMENT DIVISION

The Royalty Management Division is structured into three bureaus as follows:

Revenue Processing Bureau

The Revenue Processing Bureau provides assistance with forms completion, assessment and credit notices, royalty payments and questions pertaining to oil and gas royalty returns. Please direct questions and correspondence to:

Kim Gabaldo
Revenue Processing Bureau
New Mexico State Land Office
P O Box 1148
Santa Fe, NM 87504-1148
(505) 827-5854
FAX: (505) 476-0480
kgabaldo@slo.state.nm.us

Audit Bureau

The Audit Bureau conducts and provides assistance with oil and gas royalty audits. Please direct questions and correspondence to:

Mary Alice Baca
Audit Bureau
New Mexico State Land Office
P O Box 1148
Santa Fe, NM 87504-1148
(505) 827-5093
FAX: (505) 476-0480
mbaca@slo.state.nm.us

Compliance and Special Projects Bureau

The Compliance and Special Projects Bureau provides assistance with refund requests, outstanding notice collection, suspended line clearance, advance payment and electronic filing. Please direct questions and correspondence to:

Shannon Sandoval
Compliance and Special Projects Bureau
New Mexico State Land Office
PO Box 1148
Santa Fe, NM 87504-1148
(505) 827-4442
FAX: (505) 476-0480
sandovals@slo.state.nm.us

ONGARD

ONGARD, the Oil and Natural Gas Administration and Revenue Database is an automated system that supports the oil and gas activities of the New Mexico State Land Office (SLO), the New Mexico Taxation and Revenue Department (TRD) and the Oil Conservation Division of the New Mexico Energy, Minerals and Natural Resources Department. ONGARD provides a computerized environment where the SLO, TRD and OCD can share oil and gas related information. It provides a foundation for processing the large number of transactions handled by the three agencies and reduces the need for duplicate reporting of information by the oil and natural gas industry. The ONGARD website is also the launching point for filing royalty returns electronically and using web based tools for royalty remitters.

TERMS AND DEFINITIONS

ACCELERATED ROYALTY PAYMENT: A payment for oil and gas royalty submitted within 20 days of the end of the production month. This payment is usually submitted prior to submitting an associated royalty report. When you provide a check as payment, you authorize the State of New Mexico to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

ADVANCE ROYALTY DEPOSIT: A deposit that is equal to the royalty reporter's average monthly royalty payment for the period 4/1 – 3/31 each year. Any royalty reporter whose average royalty exceeds \$25,000 monthly must maintain an Advance Royalty Deposit with the SLO or must submit royalty payments pursuant to the Accelerated Royalty provisions.

AUDIT AND COMPLIANCE ASSESSMENT: A notice of amount due that is issued as a result of an audit or a compliance review of volume or value.

COMPUTATION ASSESSMENT: A notice of amount due for underpaid royalty differences based on ONGARD's computation of the data submitted by the royalty reporter. ONGARD calculates royalty based on the Gross Proceeds, deductions and the lease rate for the property.

COMPUTATION CREDIT: A notice for overpaid royalty differences based on ONGARD's computation of the data submitted by the royalty reporter. ONGARD calculates royalty based on the Gross Proceeds, deductions and the lease rate for the property.

CSV (Comma Separated Value Reporting): A reporting format for electronic oil and gas royalty returns.

INTEREST ASSESSMENT: A notice of interest due for the late payment of oil and gas royalty. Interest is calculated at the rate of 1.25% per month or portion of a month beginning when payment is due until payment is made. (See 56-8-3 NMSA, 1978)

LEASE: A six-digit alphanumeric code used to designate a specific lease property. Calculation of royalty due is based on the royalty rate assigned to this lease number. The lease number is part of the royalty reporting detail record.

LEASE CREDIT: A notice of overpayment of previously distributed royalty funds. This credit can be used against future royalty due to the same beneficiary.

OGRID: The Oil and Gas reporter's identification number. This number is generated by ONGARD when the oil and gas account is created.

OGR Report: A monthly report submitted to the New Mexico State Land Office by remitters in order to report volumes, proceeds, deductions and royalty due on New Mexico State Trust Lands.

OGR-1: First page of the OGR Report. This report summarizes the detail contained in the report.

OGR-2: Component of the OGR Report. This form details the volumes, proceeds, deductions and royalty due on New Mexico State Trust Lands on a pun/lease/sales period basis.

ONGARD: The Oil and Natural Gas Administration and Revenue Database.

PUN (Production Unit Number): A unique identifier for one or more well completions. The number is assigned by the New Mexico Taxation and Revenue Department based on master operator, property name identification and pool, including Unitization and Communitization matters. The PUN is part of the royalty reporting detail record.

REMITTANCE: A payment submitted by the royalty filer and posted to the ONGARD system. When you provide a check as payment, you authorize the State of New Mexico to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

REMITTANCE ASSESSMENT: A notice of underpayment of the royalty due as reported by the royalty remitter. This is generated when the payment submitted is less than the royalty reported due.

REMITTANCE CREDIT: A notice of overpayment of royalty on an oil and gas royalty return. This is generated when the royalty due as stated on the return is less than the payment submitted.

SUSPENDED DETAIL LINE: A detail line from the OGR-2 that has been suspended due to an invalid PUN, Lease, or other critical error. The royalty associated with the line cannot be distributed until the line is removed from suspense.

OIL AND GAS ROYALTY RETURNS

Oil and natural gas producers operating in New Mexico are required to file monthly royalty returns. The oil and gas activities that occurred during the production month must be reported at the PUN/Lease level for each property for which the reporter is responsible as long as the property (lease, communitization or unitization) continues to produce. The return must include detailed production and sales information for each PUN/Lease.

A royalty return consists of an OGR-1 Summary Report form, an OGR-2 Detail Report form(s), a remittance document, and a royalty payment. A remittance document is not required if the payment is electronically submitted i.e. EFT.

OGR-1 Oil and Gas Royalty Summary Report: This form is used to summarize the monthly activity for all properties being reported. The OGR-1 Summary Report must also include information on credits applied, assessments paid, accelerated royalty paid or utilized and any changes to their advance payment balance.

OGR-2 Oil and Gas Royalty Detail Report: This form is used to report line item detail for each transaction.

OGR-1 Remittance Document: The remittance document must accompany the royalty payment. It is used to correctly post the payment to the specific OGRID account and royalty return. (A remittance document is not used if the payment is electronically submitted i.e. EFT.)

Royalty Payment: A payment for the total amount due on the royalty return. Electronically transmitted payments must meet SLO requirements. A payment is not required if the total amount due on a return is less than \$1.00 (one dollar). **When you provide a check as payment, you authorize the State of New Mexico to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.**

Copies of the OGR-1, OGR-2, and remittance document are included in this kit. The OGR-1 and OGR-2 can be photocopied and used as needed.

DUE DATES

Royalty returns must be submitted on or before the twenty-fifth (25th) day of the second month after the production month. For example, a return for the 06/2016 sales period must be postmarked or electronically transmitted on or before 08/25/2016.

Royalty payment due dates are established by rule and vary according to the reporter's status as a SMALL (average monthly payments less than \$25,000) or LARGE (average monthly payments greater than \$25,000) royalty payer. Small royalty payers must submit their royalty payment by the 25th day of the second month following the production month for which the report is required. Large royalty payers must submit their royalty payment by the 20th day of the month immediately following the production month. Royalty filers who fail to make timely payments will be assessed interest. Interest is charged at the rate of 1.25% per month beginning the day after the royalty due date and continuing until the date the royalty is paid. (Section 56-8-3 NMSA, 1978)

LARGE royalty payers are required to submit payment by the 20th day after the end of the production/sales month. These payers can submit their payment and return by this due date or employ one of the following methods to remit payment:

1. Accelerated Royalty Payment: The royalty filer must submit a payment amount equal to the state royalty due for the reporting period by the 20th day of the month following the production month. This payment is made prior to the submission of the royalty return which contains detailed data. The associated return is not due until the 25th day of the second month following production. When you provide a check as payment, you authorize the State of New Mexico to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

2. Advance Royalty Payment: The royalty filer must submit an advance payment amount that will remain on deposit with the New Mexico State Land Office. If this deposit is held by the Land Office, the remitter has until the 25th day of the second month following the production month to submit the royalty return and associated payment. The deposit amount must be equal to the reporter's average monthly royalty payment based on the twelve monthly payments through the latest March 31st. For example, if a reporter's monthly payment average for the previous twelve months through the latest March 31st is \$30,000, the Advance Royalty deposit would be \$30,000.

The Advance Royalty deposit amount is recalculated annually and the New Mexico State Land Office will send out a notice of Advance Payment beginning June 1st of each year. This notice will include the increase or decrease required based on the remitter payment history for the calculation period. The calculation period is the twelve month period April – March. If the amount of the remitter's Advance Payment on deposit is more than the amount required for the current year, the remitter can apply the excess advance payment to future royalty or request a refund of Advance Payment funds. If the amount of the remitter's Advance payment on deposit is less than the amount required for the current year, the remitter must submit the difference to the New Mexico State Land Office by July 25th.

ROYALTY RETURN SUBMISSION

Oil and gas royalty filers have three methods available to submit royalty returns to the New Mexico State Land Office. These three methods are: the submission of paper royalty return forms, electronic filing using the CSV format, and electronic filing using the ONGARD online royalty filing application. Electronic filing of royalty returns requires an internet connection and the use of Microsoft Internet Explorer. In addition, each electronic filer must obtain a user ID and password. We encourage the filing of returns electronically. Electronic returns have the same due dates as paper returns.

Return Filing Utilizing Paper Forms

A paper royalty return consists of the following forms:

- OGR-1 Summary Report – this form summarizes the information contained within the royalty return. In addition, this form is used to report the use of credits, payment of assessments, reporting of advance deposit payment or use of advance payment credit, and the submission or use of accelerated payments.
- OGR-2 Detail Report – this form is used to report production detail information and to amend previously reported detail information. It is on this form that volumes, proceeds, deductions and royalty due are detailed on a PUN/Lease/Sales Period/Product basis.
- OGR – Remittance Document – this form is used if the remitter is paying the royalty amount due with a check. The OGR Remittance Document must accompany the check in order to ensure that the payment is credited to the correct remitter. A remittance document is not required if the remitter is making payment through electronic means such as ACH or EFT. When you provide a check as payment, you authorize the State of New Mexico to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

Copies of these forms and instructions are included with this filer's kit and copies can be submitted. If you would like the forms in PDF or Excel format you can download them at this link: http://www.nmstatelands.org/forms_3.aspx
Paper returns and payments are to be mailed to:

New Mexico State Land Office
PO Box 1148
Santa Fe, NM 87504-1148

The paper forms and instructions on how to complete each line can be found following this page.

OGR-1 Summary Report

New Mexico State Land Office

SLO Form OGR-1

Rev. 01/99

OIL & GAS ROYALTY REMITTANCE REPORT (OGR-1)

1. Date Submitted (Month/Day/Year):
2. OGRID Number (in box):
3. Final Return ("Y" or "N" in box):
4. Remitted Return ("Y" or "N" in box):
Sales month/year ____/____
5. Accelerated Royalty Payment: Amount (in box):
6. Total Oil/Gas Royalties: (Total of "State Royalty" column on OGR-2)
7. Total Oil/Gas Interest: (This line is no longer used)
8. Total Assessments Paid: (Attach assessment turnaround documents)
- 9. Total Royalty and Assessments Reported:**
10. Total Regular Credit Taken: (Attach credit turnaround documents)
11. Total Lease Credit Taken:
Sales month/year ____/____
12. Use Accelerated Royalty: Payment previously submitted: Amount (in box) ...
13. Total Credit Taken:
14. Net Advance Royalty Payment (or credit): **See instructions:**
- 15. Total Remittance:**
16. Type of Payment: (Check below)
(1)____ Fedwire (2)____ ACH credit (3)____ ACH debit (4)____ Check*

*** When you provide a check as payment, you authorize the State of New Mexico to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.**

FOR OFFICE USE ONLY	
Postmark Date: _____	Validated Remittance Amt: _____
Receipt Date: _____	In/Out Check _____

THIS REPORT SUBMITTED BY:

Company Name: _____ Telephone No: _____

Address: _____ City: _____ State: _____ Zip: _____

This report for the month(s) of _____ 20____ through _____ 20____ consisting of _____ OGR-2 pages has been examined by me and to the best of my knowledge and belief it is true, complete and pursuant to law and regulation.

Name: _____ Title: _____ Date: _____

Signature: _____

The following information is entered on the OGR-1 Summary Report.

LINE	LINE HEADING	ENTER THE FOLLOWING:
1	Date Submitted	The month, day, and year the report is being submitted to the State Land Office.
2	OGRID Number	Your assigned Oil and Gas Reporting IDentification Number.
3	Final Return	Enter YES if a final report. Enter NO if not a final report.
4	Remitted Return	Enter YES if payment is being submitted. Enter NO if no payment is due.
5	Accelerated Royalty Payment	Enter the sales period and payment amount for which you are making an accelerated royalty payment. Only complete this line if you are subject to and have received approval to submit accelerated royalty.
6	Total Oil/Gas Royalties	Enter the total amount of royalties that you are reporting on this return.
7	Total Oil/Gas Interest	This line is no longer used. Do not enter an amount on this line. The New Mexico State Land Office will generate and send an interest assessment for late royalty.
8	Total Assessments Paid	Enter the total of all assessments being paid on the report. Attach each "Assessment Turnaround Document" page of the assessment notice to the report.
9	Total Royalty and Assessments Reported	Enter the sum of lines 6 and 8.
10	Total Regular Credit Taken	Enter the total of all remittance credits being applied to the report. Do not enter lease credits on this line. Attach each "Credit Turnaround Document" page of the credit notice to the report.
11	Total Lease Credit Taken	Enter the total of all lease credits applied to OGR-2 detail lines of the report.
12	Use Accelerated Royalty	Enter the sales period and amount of a previously submitted accelerated royalty payment.
13	Total Credit Taken	Enter the sum of lines 10, 11 and 12.
14	Net Advance Royalty Payment (or credit)	Enter the net change you are making to your Advance Payment deposit amount. If you are taking a credit for your deposit based on the Advance Payment Notice sent to you, enter this amount as a (credit).
15	Total Remittance	Enter the sum of line 9 minus line 13 and plus line 14 if increasing advance payment or minus line 14 if taking an advance payment credit. This should be the amount of the payment you submit with the report.
16	Type of Payment	Enter a check in the appropriate block to designate payment type.

OGR-2 Detail Report

SLO FORM: OGR-2

REV: 02/95

**NEW MEXICO STATE LAND OFFICE
OIL & GAS ROYALTY DETAIL REPORT: (OGR-2)**

SLO FORM OGR-2

Company Name _____

Page _____ **of** _____

OGRID Number _____

Sales Mo/Yr _____

<i>Line</i>	<i>PUN</i>	<i>Lease Number</i>	<i>Product Code</i>	<i>TXN Code</i>	<i>ARMS Length</i>	<i>Volume BBL/MCF</i>	<i>NGL Gallons</i>	<i>BTU Content of GAS</i>	<i>GROSS PROCEEDS</i>	<i>Transportation Deduction</i>	<i>Gas Marketing Prep/Other</i>	<i>Gas Processing Deductions</i>	<i>STATE ROYALTY</i>
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GRAND TOTAL:													

Note: Round the dollar amounts to the nearest dollar. DO NOT use commas to designate thousands. Oil/Condensate to nearest barrel. NGL to the nearest Gallon. Gas/Gas Products to the nearest MCF (15.025 P.S.I.A.)

The following information is entered on the OGR-2 Detail Report.

COLUMN HEADING	ENTER THE FOLLOWING:
Pun	Enter the PUN number assigned by the State of New Mexico. The PUN number must be entered for each line entry.
Lease Number	Enter the Lease number as assigned by the State of New Mexico. The Lease number must be entered for each line entry.
Product Code	Enter the Product Code for the product being sold. The Product Codes are as follows: 01 – Oil 02 – Oil Condensate 03 – Gas, processed (residue) gas 04 – Gas, wet 05 – Oil, other liquid hydrocarbons 07 – Gas Plants Products 14 – Oil, lost 16 – Gas lost, flared or vented 17 – Carbon Dioxide gas (CO ₂)
TXN Code	Enter the Transaction Code for the reporting of the line detail. The Transaction Codes are as follows: 51 – Regular payment 52 – Estimated payment 53 – Correction of estimated payment 54 – Appeal/Court action payment 55 – Audit and Compliance exception payment 59 – Settlement payment 60 – Transfer of royalty payment 63 – Compensatory royalty payment 65 – Stripper Well reduced royalty payment <i>Code 51 is the most commonly used transaction code.</i>
Arms Length	Enter Y if the reported sale is an arms-length transaction. Enter N if the reported sale is not an arms-length transaction.
Volume BBL/MCF	Report oil and condensate (product codes 1 and 2) to the nearest whole barrel. Report unprocessed natural gas (product code 4) to the nearest MCF metered at the wellhead at a 15.025 PSIA at 60° F. For processed gas (product code 3), report to the nearest MCF for residue gas and the MCF equivalent of the reported natural gas liquids (product code 7).
NGL Gallons	Report the natural gas liquids (all component products in total) to the nearest gallon.
BTU Content of Gas	Report the BTU content of processed natural gas for non-arms-length transactions only.
Gross Proceeds	Enter the value/actual price received for the products before deductions to the nearest whole dollar.
Transportation Deduction	Enter the allowable transportation costs to the nearest whole dollar.
Gas Marketing Prep/Other Deduction	Enter the allowable marketing and other allowable costs to the nearest whole dollar.
Gas Processing Deduction	Enter the allowable processing costs to the nearest whole dollar.
State Royalty	Calculate and enter the royalty due for each detail line by multiplying the Gross Proceeds column less all deductions by the applicable royalty rate.

Please note the following when completing the OGR-2 form:

- A separate OGR-2 form is required for each sales period being reported.
- Do not enter more than twelve lines of information per OGR-2 form. Each transaction reported on the OGR-2 is identified by page and line number.
- Be sure to distinguish between numeric zero and 1 and alphabetic O and I when entering the lease number.
- Be sure that the correct royalty rate is used to compute the royalty due amount for each reported transaction.
- Contact the SLO at 505-827-5871 for assistance if the lease number or PUN number is not known or if the PUN or lease is inactive. The New Mexico State Land Office does have a web application for pun/lease inquiries. Information on this web application is in a later section of this filer's kit. If you cannot get the correct pun, report the detail line using the last seven digits of the properties API number. If you do not know the lease number, you can enter 999999 as the lease number. If a transaction is reported with an invalid PUN or Lease code, a correction must be submitted in a subsequent report as soon as the correct PUN or lease number is obtained.
- The New Mexico State Land Office is unable to distribute the funds to the appropriate beneficiary when royalty is reported with an invalid PUN and/or lease number. Royalty reported with invalid PUN and/or Lease will be suspended until the remitter submits the correct PUN and/or Lease. Each month, each remitter who has suspended lines will be emailed a Suspended Detail Line Report. The royalty reporter should contact the Revenue Processing Bureau at 505-827- 5747 for assistance in clearing the suspended transactions.

OGR-1 Remittance Document

The OGR-1 Remittance Document is a pre-printed form that is submitted with all paper checks for royalty payments. This is to ensure that the payment is credited to the proper OGRID for matching to the royalty return submitted. You may request additional remittance documents at any time by contacting the Royalty Management Division, Revenue Processing Bureau at 505-827-5854. In addition, if you are an electronic filer and have a login id and password, you can request the remittance documents online. If you make your royalty payments through EFT methods, you are not required to submit a remittance document.

When you provide a check as payment, you authorize the State of New Mexico to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

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18

TAXPAYER ID: 999999 ←Your OGRID will appear here

AMOUNT PAID: .

SLO DUMMY REMITTANCE DOCUMENT

: (Your account name and address :
: will appear in this area.) :
: :

Mail To: NM State Land Office, P.O. Box 1148 Santa Fe, New Mexico 87504-1148

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Electronic Filing

Royalty reporters are strongly encouraged to file electronically. There are two options for electronic reporting, CSV filing and Online Web Filing. Both methods require internet access. The Online Web Filing application is for use by remitters who report less than 50 lines per report. Remitters that report more than 50 lines per report should file their royalty returns electronically using the CSV method.

Getting Started

In order to begin filing electronically, the royalty filer must first:

1. Contact the New Mexico State Land Office in order to obtain a user id and password to enable filing. At that time, we will email you a Contact Information Form to be completed and returned. You may contact either of the following to obtain a user id and password:

Shannon Sandoval
Compliance and Special Projects Manager
(505) 827-4442
sandovals@slo.state.nm.us

Kim Gabaldon
Revenue Processing Manager
(505) 827-5854
kgabaldo@slo.state.nm.us

2. Once an account is created for you, we will send you your first password which you can change once you log in.
3. Log in using the following steps:
 - a. Enter your Sender ID
 - b. Enter your Password
 - c. Click the “Go” button
4. If you have forgotten your password, type your ID into the ‘Sender ID’ textbox and click the ‘Reset Password’ link. You will receive an email that instructs you on how to reset your password.
5. Once you obtain a login and password, our staff will assist you in getting started and walk you through the first filing. If you are going to use the CSV method of electronic filing, you will go through a testing process to ensure that the CSV file being submitted is in the right format. Filers must send an error-free test file before any production data will be accepted electronically. If you use our Online Web Filing application, a member of our staff will assist you in filing your first return.

Recent enhancements to the Electronic Filing applications have been made for the convenience of our users.

1. Filers will have full control of their “password” and have the ability to reset it at their convenience.
2. Filers will have the capability to view more details and a longer history of reported files.
3. Filers can now file for multiple OGRIDs, without having to exit and login again.
4. Filers can now update their Company Account Information.

Electronic Filing Using Online Web Filing Application

Once you have successfully logged into the Unified Online Filing site, to file a royalty return using the Online Web Filing application, you will perform the following:

1. Click “Select OGRID” from the left-hand menu.
2. Select the appropriate OGRID from the drop down list.
3. Select “Royalty Online Web Filing” option from the list of activities.
4. Click on the “Go” button and you will be directed to the Royalty Online Filing application.

State of New Mexico
Oil and Natural Gas Administration and Revenue Database

New Mexico Oil and Gas Unified Online Filing

Menu Options Welcome - New Mexico Oil and Gas Unified Online Filing

Select OGRID
Contact Us

Account Options

Manage Account Info
Change Password

Administrator Options

User Accounts
Import Users

Choose an OGRID: 99999 - Web Filer

Select an Activity:

- Upload a Royalty CSV File
- Royalty Online Web Filing
- Royalty Suspense
- Royalty Reported Detail History
- Royalty Payment History
- Royalty Outstanding Billing Statement
- Royalty Status and History

Go

5. Using the drop down button, select the current month’s sales period. If you are filing an Amended Return or filing for prior periods not shown on the filing activity, select the most recent sales period as your current month.
6. Check the ‘Automatically Add Leases from Last Return’ button to have all of the prior reported Pun/lease rows inserted in the current month’s reporting period.
7. Click the “Go” button to start filing.

State of New Mexico
Oil and Natural Gas Administration and Revenue Database

Unified Online Filing >> Oil and Gas Royalties Online Reporting and Filing

Return Options Welcome

Start Web Return
RPD Start Return

Support

Support

ONGARD Portal

Unified Online Filing

Sales Return

Filing for: 99999 - Web Filer

Filing Activity: Start return for sales in June, 2013

Automatically add Leases from the last return

Go

After you have completed this step, you will now enter your royalty return information.

CURRENT MONTH

This tab is where you will enter the royalty information for the current month selected.

Add New Detail Line: Click here to create and enter a new detail line. A new window will open where the royalty information will be entered.

The screenshot shows the 'State of New Mexico Oil and Natural Gas Administration and Revenue Database' interface. The main window is titled 'Unified Online Filing >> Oil and Gas Royalties Online Reporting and Filing'. It features a 'Manage Sales Return' section with tabs for 'Current Month', 'Amended Lines', and 'Notice'. A 'New Return Detail Line' dialog box is open, titled 'Manage Detail Line for the Current Month'. The dialog contains the following fields: Sale Period: 6/2013; PUN: [text box]; Lease: [-please select-] [text box]; Prod. Code: [-please select-]; Trans. Code: [-please select-]; Arms Len: [-please select-]; Volume (BBL/MCF): [text box]; NGL (GAL): [text box]; BTU Num: [text box]; Gross Proceeds: [text box]; Transportation Deduction: [text box]; Other Deductions: [text box]; Gas Processing Deduction: [text box]; ROYALTY DUE: [text box]. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

You are now ready to begin entering the royalty reporting details in the working box which has now appeared on the screen. You will notice the Sales Period is encoded as selected in the beginning of this process.

Royalty Return Detail Line Data:

Pun – Enter the PUN number as assigned by the State of New Mexico. The PUN number must be entered for each line entry.

Lease – Enter the Lease number as assigned by the State of New Mexico. The lease number must be entered for each line entry.

Product Code – Use the drop-down button to select the product code.

Trans. Code – Use the drop-down button to select the transaction code.

Arms Len – Enter “Y” if the reported sale is an Arm’s Length transaction or enter “N” if the reported sale is a Non-Arm’s Length transaction. (If left blank, the transaction will default to Y.)

Volume (BBL/MCF) – Report oil and condensate (product codes 1 and 2) to the nearest whole barrel. Report unprocessed natural gas (product code 4) to the nearest MCF metered at the wellhead at a 15.025 PSIA at 60° F. For processed gas (product code 3), report to the nearest MCF for residue gas and the MCF equivalent of the reported natural gas liquids (product code 7).

NGL (GAL) – Report the Natural Gas liquids (all component products in total) to the nearest gallon.

BTU Num – Report the BTU content of processed natural gas for non-arms-length transactions only.

Gross Proceeds – Enter the value/actual price received for the products on an entitlement or take basis for the production unit property before deductions. This amount will be rounded to the nearest whole dollar.

Transport Deductions – Enter allowable transportation costs. This amount will be rounded to the nearest whole dollar.

Other Deductions – Enter other allowable costs. This amount will be rounded to the nearest whole dollar.

Gas Processing Deductions – Enter allowable processing costs. This amount will be rounded to the nearest whole dollar.

Royalty Due – The royalty due amount will be calculated by the system by “Clicking” on the Save button.

Once you have entered the detail line and save it, the screen will appear as:

State of New Mexico
Oil and Natural Gas Administration and Revenue Database

Unified Online Filing >> Oil and Gas Royalties Online Reporting and Filing

Return Options
Start Web Return
RPD Start Return

Support
Support

ONGARD Portal
Unified Online Filing

Manage Sales Return - **WEB FILER, 9999** Sales Period: June, 2013

Current Month | Amended Lines | Notices | Advanced Payment Methods | Summary

The Detail Line for PUN '1190526' has been saved.
Add New Detail Line (click here)

PUI	Lease	Prod. Code	Trans. Code	Arms Len	Volume BBL/MCF	NGL (GAL)	BTU Num	Gross Proceeds	Transportation Deduction	Other Deductions	Gas Processing Deduction	ROYALTY DUE		
1190526	K03403	4	S1	Y	100			\$180				\$22	edit	delete
Totals:					100	0	0	\$180	\$0	\$0	\$0	\$22		

One detail line has been entered for the Return.

Continue this process until all detail line entries are entered.

Edit Detail Data: User has the option to change the detail line entry by clicking the “Edit” link located at the end of the entered line entry. The application will open a working box allowing you to make any required changes.

Delete Detail Data: Click the “Delete” link to delete the entire line entry.

AMENDED LINES

This tab is where you will enter amending lines to correct prior reported data. You will need to back out the detail line as previously submitted and enter the corrected line as it should be. In addition, this tab will be used to enter royalty data for sales periods that are outside of the three sales periods you can select.

Enter a New Amendment: Click here to create and enter a new amended line entry. A new window will open where the amended royalty information will be entered.

Details are entered in the same manner as the current month’s entries with the following exceptions:

1. Remitter must enter the sales period being reported.
2. Remitter may enter negative values if amending a previously submitted detail line.
3. Remitter must calculate and enter the amount to be entered in the “Royalty Due” field; the system will not calculate and enter the value for you.

NOTICES

This tab is where you will enter any assessments you are paying or credits you are applying on the royalty return.

To add a new notice, search for the notice by the invoice number. If you want to update or delete a notice use the “Edit” link or “Delete” link on the appropriate notice line in the details section.

State of New Mexico
Oil and Natural Gas Administration and Revenue Database

Unified Online Filing >> Oil and Gas Royalties Online Reporting and Filing

Return Options
Start Web Return
RPD Start Return

Support
Support

ONGARD Portal
Unified Online Filing

Manage Sales Return - Sales Period: _____

Current Month | Amended Lines | **Notices** | Advanced Payment Methods | Summary

Search:
Invoice Number:

Details:
No notices have been associated with this Return.

Summary:

Totals		
	Notice Amount	Applied Amount
Assessments	\$0	\$0
Regular Credits	\$0	\$0
Lease Credits	\$0	\$0
Net Payment or (Credit)	\$0	\$0

1. **Invoice Number:** Enter the notice number that you are reporting on the return and click “Go”. The system will retrieve the notice detail information

State of New Mexico
Oil and Natural Gas Administration and Revenue Database

Unified Online Filing >> Oil and Gas Royalties Online Reporting and Filing

Return Options
Start Web Return
RPD Start Return

Support
Support

ONGARD Portal
Unified Online Filing

Manage Sales Return - Sales Period: _____

Current Month | Amended Lines | **Notices** | Advanced Payment Methods | Summary

Search:
Invoice Number:

Details:
No notices have been associated with this Return.

Search by Invoice Number A0001519
Manage Invoice Details

Invoice Number: A0001519
Invoice Type: IN
Invoice Balance: \$90
Paid/Taken:

2. **Amt. Paid/Taken:** Enter the amount being paid on the assessment or the amount being applied from the credit.
3. Click the “Add Invoice” button to save the information.

ADVANCED PAYMENT METHODS

This tab is used to enter a current accelerated royalty payment you are making, a past accelerated royalty payment you are applying to detail on this return and Advance Deposit increases or decreases.

The screenshot shows the 'Advanced Payment Methods' section of the 'Manage Sales Return' interface. It includes three main input areas:

- Accelerated Royalty Payment:** Fields for 'for Sales month / year: [] / [] MMYY' and 'Accelerated Payment Amount: []', with a 'Save (click here)' button.
- Use Accelerated Royalty:** Fields for 'for Sales month / year: [] / [] MMYY' and 'Amount used: []', with a 'Save (click here)' button.
- Net Advance Payment (see instructions):** A single input field and a 'Save (click here)' button.

1. **Accelerated Royalty Payment:** Enter the sales month/year for which you are making an accelerated payment and the amount of the accelerated payment.
2. **Use Accelerated Royalty:** Enter the sales month/year and amount of the previously paid accelerated royalty payment you wish to apply to the royalty details in this return.
3. **Net Advance Payment** – Enter the Advance Deposit amount you will be paying with this return. If you have been informed that you can take a credit for Advance Payment, enter the credit amount being taken as a negative.

SUMMARY

This tab is used to complete and file your royalty return. The system has automatically summarized all of the information entered. The remitter should review and ensure that all values are as expected. If there is a discrepancy, the user should go back to the tab where the information is not correct and make corrections.

There are items on this summary page that the royalty filer must complete. They are as follows:

1. **Final Sales Return:** This should always be “No”. If you will not be filing royalties, you must contact the New Mexico State Land Office and inform them of the reason that you will no longer file.
2. **Type of Payment:** Using the drop down button, select the type of payment. The options are Check, FedWire and ACH Debit.
3. **Check Type:** This only needs to be completed if the type of payment is a check. Using the drop down button, select “in-state” or “out-of-state” to indicate where the banking institution you are using is located. When you provide a check as payment, you authorize the State of New Mexico to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

The final step is the submission of the royalty return to the New Mexico State Land Office. Once you have reviewed the information to determine that it is accurate, you will click the “Submit Return” button. At that time, a box will appear stating that you affirm the information you are submitting has been examined by you and is in accordance with all laws and regulations. If you agree, you will click on the “OK” button to submit the return.



Unified Online Filing >> Oil and Gas Royalties Online Reporting and Filing

Return Options

Start Web Return

RPD Start Return

Support

Support

ONGARD Portal

Unified Online Filing

Manage Sales Return - **Sales Period: June, 2013**

Current Month | Amended Lines | Notices | Advanced Payment Methods | **Summary**

Return Summary

Tracking Number: 106243

Submission Status: Pending

Date Submitted:

OGRID Number: 7046

Final Sales Return (You will never file with State of New Mexico again): No [Save \(click here\)](#)

Current Sales Month Oil and Gas Royalties		
Amendments to Prior Filings		
Assessments Paid	\$90.00	
Accelerated Royalty Payment	\$0.00	
Total Royalty & Assesments Due:		\$90.00

Total Regular Credits Taken	\$0.00	
Total Lease Credits Taken	\$0.00	
Accelerated Royalty Amount Used	\$0.00	
Total Credits:		\$0.00

Net Advance Payment: \$0.00

Total Remittance \$90.00

Type of Payment: [Save \(click here\)](#)

Check type:

Message from webpage

By submitting this return, I affirm that it has been examined by me and, to the best of my knowledge and belief, is true, complete and in accordance with law and regulation.

Continue?

Electronic Filing Using CSV

A CSV (Comma Separated Value) file is a spreadsheet or database document that is saved in the CSV format. The CSV format is widely used by other State Governments and the software industry. The format itself is not proprietary, and is widely used by spreadsheet and database vendors. The format can also be created programmatically using any language that can create a text file. The layout consists of fields separated by commas. The CSV format saves on key entry by not requiring fields to be padded with spaces or zeros. It is important to note that commas cannot be used within the field data, as this will introduce extra fields in the record. Remitters to the New Mexico State Land Office most often use Microsoft Excel to create their CSV files, but any program that will save a file in the CSV format is accepted.

CSV FILE LAYOUT

A CSV file consists of record types and data that correspond to the forms to be filed with the New Mexico State Land Office. The record types for royalty returns submitted are as follows:

Record type 5 – corresponds to the OGR-1 Royalty Summary report and is required in every royalty CSV file submitted to the New Mexico State Land Office. This record type **MUST** be the first line in your CSV File.

Record type 4 – This record type is used to report notices that are to be paid in the case of assessments or the amount to be applied to the return from credit notices. This record type is only required if you are reporting royalty notices.

Record type 6 – corresponds to the OGR-2 Royalty Detail report and is required when you are submitting any type of royalty detail line.

Once the remitter has gathered the information to file the royalty return, a CSV file can be created. The layouts for the different record types follow on the next pages.

Layout for Record Type 5 – Corresponds with Form OGR-1

This form must be the first record type in your CSV File.

Form: 185 Record Type 5 OGR1 Header Record					
Field Order	Field Name	Field Description	Type	Max Field Length	Validation
1	REC TYP	Record type	Numeric	1	Must be "5"
2	RET SUB DTE	Return submit date	Numeric	8	Format(CCYMMDD) cannot be future date
3	OGRID	Oil and Gas Reporting ID Number	Numeric	6	Validate that OGRID is registered as an electronic Filer
4	XMIT CTL NBR	Unique Sequential Number used to identify the file transmission per OGRID and transaction type (Recommend starting with 1)	Numeric	9	Must be greater than the last XMIT CTL NBR used in your previous file transmission if your return was accepted
5	SENDER ID	Login ID for Electronic Filing	Alpha	15	Validate that SENDER ID on CSV file matches the SENDER ID transmitting the return.
6	FINAL RET IND	Final Return or not	Alpha	1	Y ,N or Blank
7	REMIT RET IND	Remit Return Indicator	Alpha	1	Y ,N or Blank
8	ACCEL ROY SALES MMY	Accelerated Sales month/year for which you are paying	Numeric	4	MMYY format
9	ACCEL ROY PMT	Accelerated Royalty Payment amount	Numeric	7	Cannot be negative - must be 0 or greater
10	TOT ROY RPT	Total Royalty reported	Numeric	7	Can be negative or positive
11	TOT INT RPT	Total Interest reported	Numeric	7	Cannot be negative - must be 0
12	TOT ASSMNT PD AMT	Total Amount paid as Assessments	Numeric	7	Cannot be negative - must be 0 or greater
13	TOT ROY & ASSMNT PD	Total Royalty & Assessments Paid Amount	Numeric	7	Can be negative or positive
14	REG CR AMT	Total Regular Credits Applied	Numeric	7	Cannot be negative - must be 0 or greater
15	LSE CR AMT	Total Lease Credit Amount Applied	Numeric	7	Cannot be negative - must be 0 or greater
16	ACCEL CLAIM SALES MMY	Report month/year for accelerated payment you are claiming	Numeric	4	MMYY format, can be blank
17	ACCEL CLAIM PMT	Dollar Amount of Payment applied	Numeric	7	Cannot be negative - must be 0 or greater
18	TOT CR TAKEN	Total Credit taken	Numeric	7	Cannot be negative - must be 0 or greater
19	TOT ADV PMT	Total Amount of Advance Payment paid or taken as credit	Numeric	7	Can be negative or positive
20	TOT REMIT AMT	Total Remittance Amount	Numeric	7.2	Cannot be negative – must be 0.00 or greater. Amount must have two decimal places
21	PMT TYP	Type of Payment	Numeric	2	Accepted values are 01 (Fedwire) 02 (ACH Credit) 03(ACH Debit) or 04 (Check)
22	IO CHK	Check from In or Out of NM	Alpha	1	Values are "I" or "O"
23	RET POSTM DTE	Postmark Return	Numeric	8	Overlaid with system timestamp
24	REPORTERS REF	Reporters Use	Alpha	20	Can be blank

Layout for Record Type 4 – Reporting of Assessments Paid or Credits Applied

If applicable, this Record Type must follow Record Type 5.

Form: 185 Record Type 4 OGR2 Invoice Record					
Field Order	Field Name	Field Description	Type	Max Field Length	Validation
1	REC TYP	Record type	Numeric	1	Must be "4"
2	OGRID	Oil and Gas Reporting Identification Number	Numeric	6	Must be same as OGR1
3	INVOICE NUM	Royalty Assessment or Credit Invoice Number	Alpha	8	Invoice number must be 8 digits with "A" being the first digit for assessments and "C" being the first digit for credits. This number can be found on the notice
4	AMT APPLIED/PAID	Amount Paid for the reported assessment or applied for the reported credit.	Numeric	9	Cannot be negative – must be 0 or greater.

Layout for Record Type 6 – Corresponds with Form OGR-2

This Record Type must follow Record Type 5 and Record Type 4, if applicable.

Form: 185 Record Type 6 OGR2 Detail Record					
Field Order	Field Name	Field Description	Type	Max Field Length	Validation
1	REC TYP	Record type	Numeric	1	Must be "6"
2	OGRID	Oil and Gas Reporting Identifier	Numeric	6	Must be same as OGR1
3	SALE MTH/YR NUM	Sales month/year	Numeric	4	MMYY
4	PUN	Number used to report on a distinct property, pool, OGRID	Numeric	7	Must be 7 digits. If the pun is not known, please enter the last 7 digits of the properties API number
5	LEASE	Lease Identifier	Alpha Numeric	6	If the lease is unknown, please enter 999999 as the lease number
6	PRD CDE	Product type	Numeric	2	Consists of one or two digit code. Product codes are listed on page 11 of this Filer's Kit.
7	TRN CDE	Transaction code for detail line entry	Numeric	2	Consists of two digit code. Transaction codes are listed on page 11 of this Filer's Kit.
8	ARMS LEN IND	Arms Length Indicator	Alpha	1	Y if arms-length transaction or N if not.
9	VOL MCF BBLs	Volume of Oil and Gas Production reported as Oil=BBLs; Gas=MCF	Numeric	9	Can be negative, 0 or greater
10	NGLS GAL	Volume of NGLs in Gallons	Numeric	7	Can be negative, 0 or greater
11	BTU NUM	BTU/Value	Numeric	5	Can be negative, 0 or greater
12	GROSS PROCEEDS	Report Actual (whole) Dollars received for sale of Product before Deductions	Numeric	7	Can be negative, 0 or greater
13	TRANSP DED	Allowable Transportation Deduction	Numeric	7	Can be negative, 0 or greater
14	MKT DED	Allowable Deduction for Market Preparation	Numeric	9	Can be negative, 0 or greater
15	GAS PROCESSING DED	Gas Processing Deduction	Numeric	9	Can be negative, 0 or greater
16	TOT ROY PAID	Total Royalty Paid Amount	Numeric	9	Can be negative, 0 or greater
17	REPORTERS USE	Reporters Use	Alpha	20	Can be blank
18	REPORTERS REF	Reporters Reference	Alpha	20	Can be blank

Here is a sample spreadsheet before being saved in the CSV format and the file transmitted in the CSV format:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	5	20130729	99999	1003	Filer ID	N	Y	0	0	22458	0	100	22558	0	0	0	0	0	0	22558	1	I	0	CSV Return
2	4	99999	A1234567	100																				
3	6	99999	1013	1053178	802359	1	51	Y	1659	0	0	24726	0	0	0	3091	0	CSV Return						
4	6	99999	1013	1053178	802359	1	51	Y	1000	0	0	10000	0	0	0	12500	0	CSV Return						
5	6	99999	1013	1056872	811297	1	51	Y	362	0	0	4935	0	0	0	617	0	CSV Return						
6	6	99999	1013	1056872	811297	1	51	Y	500	0	0	5000	0	0	0	6250	0	CSV Return						
7	6	99999	1013	1056934	807897	4	51	Y	923	0	0	14634	0	0	0	1829	0	CSV Return						
8	6	99999	1013	1056934	807897	4	51	Y	0	0	0	-923	0	0	0	-1829	0	CSV Return						
9	6	99999	1013	1116033	E05837	4	51	Y	2	0	0	32	0	0	0	4	0	CSV Return						
10	6	99999	1013	1116033	E05837	1	51	Y	0	0	0	-2	0	0	0	-4	0	CSV Return						
11	6	99999	1013	1116033	E05837	1	51	Y	42	0	0	640	0	0	0	80	0	CSV Return						
12	6	99999	1013	1116033	E05837	4	51	Y	0	0	0	-42	0	0	0	-80	0	CSV Return						
13	6	99999	1013	1116033	E07360	4	51	Y	8	0	0	120	0	0	0	15	0	CSV Return						
14	6	99999	712	1116033	E07360	1	51	Y	0	0	0	-8	0	0	0	-15	0	CSV Return						
15	6	99999	712	1116033	E07360	1	51	Y	12	0	0	176	0	0	0	22	0	CSV Return						
16	6	99999	712	1116033	E07360	1	51	Y	0	0	0	-12	0	0	0	-22	0	CSV Return						
17	6	99999	712	1116033	E08570	1	51	Y	38	0	0	592	0	0	0	74	0	CSV Return						
18	6	99999	1211	1116033	E08570	1	51	Y	0	0	0	-38	0	0	0	-74	0	CSV Return						
19	6	99999	1211	1149906	802146	1	51	Y	2287	0	0	33326	0	0	0	4166	0	CSV Return						
20	6	99999	1211	1149906	802146	1	51	Y	0	0	0	-2287	0	0	0	-4166	0	CSV Return						
21	6	99999	1211	1149939	802146	1	51	Y	1453	0	0	23398	0	0	0	2925	0	CSV Return						
22	6	99999	1211	1149939	802146	1	51	Y	0	0	0	-1453	0	0	0	-2925	0	CSV Return						
23																								
24	Example of CSV return with the following:																							
25	Ogrid:	99999																						
26	Submit Date:	7/29/2013 Assessment A1234567 being paid for \$100																						
27	Xmit Ctrl #:	1003																						
28	Sales Months:	13-Oct																						
29		12-Jul																						
30		11-Dec																						
31	Products:	1 - Oil																						
32		4 - Unprocessed Gas																						
33																								
34	Total Royalty:	\$22,458																						
35	Payment:	\$22,558																						
36	Pymt Type:	Fedwire																						

```

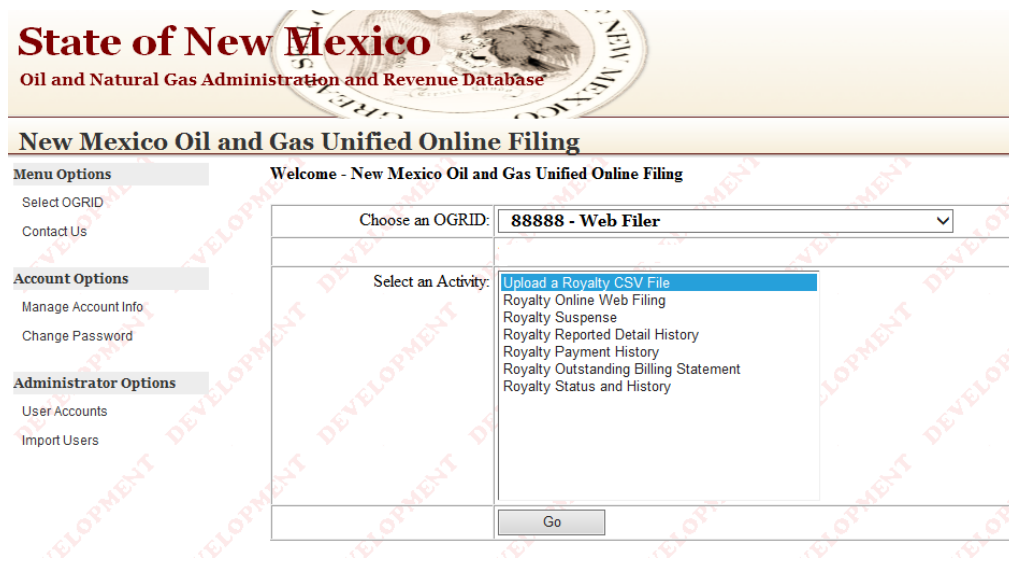
Sample CSV - Notepad
File Edit Format View Help
5, 20130729, 99999, 1003, Filer ID, N, Y, 0, 0, 22458, 0, 100, 22558, 0, 0, 0, 0, 0, 0, 22558, 1, I, 0, CSV Return
4, 99999, A1234567, 100,
6, 99999, 1013, 1053178, 802359, 1, 51, Y, 1659, 0, 0, 24726, 0, 0, 0, 3091, 0, CSV Return,
6, 99999, 1013, 1053178, 802359, 1, 51, Y, 1000, 0, 0, 10000, 0, 0, 0, 12500, 0, CSV Return,
6, 99999, 1013, 1056872, 811297, 1, 51, Y, 362, 0, 0, 4935, 0, 0, 0, 617, 0, CSV Return,
6, 99999, 1013, 1056872, 811297, 1, 51, Y, 500, 0, 0, 5000, 0, 0, 0, 6250, 0, CSV Return,
6, 99999, 1013, 1056934, 807897, 4, 51, Y, 923, 0, 0, 14634, 0, 0, 0, 1829, 0, CSV Return,
6, 99999, 1013, 1056934, 807897, 4, 51, Y, 0, 0, 0, -923, 0, 0, 0, -1829, 0, CSV Return,
6, 99999, 1013, 1116033, E05837, 4, 51, Y, 2, 0, 0, 32, 0, 0, 0, 4, 0, CSV Return,
6, 99999, 1013, 1116033, E05837, 1, 51, Y, 0, 0, 0, -2, 0, 0, 0, -4, 0, CSV Return,
6, 99999, 1013, 1116033, E05837, 1, 51, Y, 42, 0, 0, 640, 0, 0, 0, 80, 0, CSV Return,
6, 99999, 1013, 1116033, E05837, 4, 51, Y, 0, 0, 0, -42, 0, 0, 0, -80, 0, CSV Return,
6, 99999, 1013, 1116033, E07360, 4, 51, Y, 8, 0, 0, 120, 0, 0, 0, 15, 0, CSV Return,
6, 99999, 712, 1116033, E07360, 1, 51, Y, 0, 0, 0, -8, 0, 0, 0, -15, 0, CSV Return,
6, 99999, 712, 1116033, E07360, 1, 51, Y, 12, 0, 0, 176, 0, 0, 0, 22, 0, CSV Return,
6, 99999, 712, 1116033, E07360, 1, 51, Y, 0, 0, 0, -12, 0, 0, 0, -22, 0, CSV Return,
6, 99999, 712, 1116033, E08570, 1, 51, Y, 38, 0, 0, 592, 0, 0, 0, 74, 0, CSV Return,
6, 99999, 1211, 1116033, E08570, 1, 51, Y, 0, 0, 0, -38, 0, 0, 0, -74, 0, CSV Return,
6, 99999, 1211, 1149906, 802146, 1, 51, Y, 2287, 0, 0, 33326, 0, 0, 0, 4166, 0, CSV Return,
6, 99999, 1211, 1149906, 802146, 1, 51, Y, 0, 0, 0, -2287, 0, 0, 0, -4166, 0, CSV Return,
6, 99999, 1211, 1149939, 802146, 1, 51, Y, 1453, 0, 0, 23398, 0, 0, 0, 2925, 0, CSV Return,
6, 99999, 1211, 1149939, 802146, 1, 51, Y, 0, 0, 0, -1453, 0, 0, 0, -2925, 0, CSV Return,
CSV FILE AS TRANSMITTED

```

Filing the CSV return

Once you have successfully logged into the Unified Online Filing site you will need to upload the CSV file as follows:

1. Click “Select OGRID” from the left-hand menu.
2. Select the appropriate OGRID from the drop down list
3. Select “Upload a Royalty CSV File” option from the list of activities.
4. Click on the “Go” button and you will be directed to the Royalty Online Filing application.



State of New Mexico
Oil and Natural Gas Administration and Revenue Database

New Mexico Oil and Gas Unified Online Filing

Welcome - New Mexico Oil and Gas Unified Online Filing

Menu Options

- Select OGRID
- Contact Us

Account Options

- Manage Account Info
- Change Password

Administrator Options

- User Accounts
- Import Users

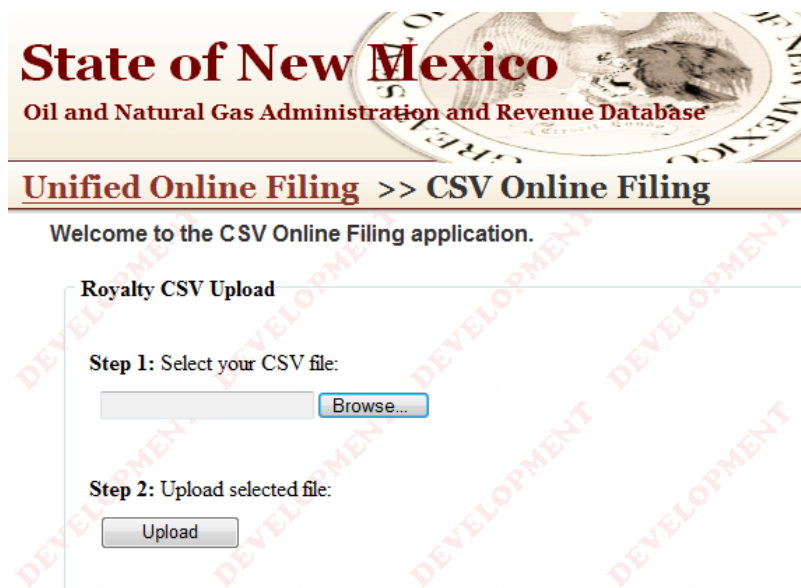
Choose an OGRID: **88888 - Web Filer**

Select an Activity:

- Upload a Royalty CSV File**
- Royalty Online Web Filing
- Royalty Suspense
- Royalty Reported Detail History
- Royalty Payment History
- Royalty Outstanding Billing Statement
- Royalty Status and History

Go

5. You will then see the below screen to upload your file
6. Click on “Browse” and it will open your file directory so that you can select the CSV file to upload.
7. Once file is selected, click on “Upload” to transmit your file.



State of New Mexico
Oil and Natural Gas Administration and Revenue Database

Unified Online Filing >> CSV Online Filing

Welcome to the CSV Online Filing application.

Royalty CSV Upload

Step 1: Select your CSV file:

Browse...

Step 2: Upload selected file:

Upload

8. After you have uploaded the file, you will receive an on-screen notice of whether the file was accepted or rejected.
9. If the file was accepted, you can print a confirmation which will list the tracking number of the return you filed.
10. If the file was rejected, you can print a report which details the errors found in your file.

Sample report for CSV file with no errors accepted by ONGARD:

**ONGARD - STATE OF NEW MEXICO
CSV PROCESS ACKNOWLEDGEMENT / DETAIL ERROR REPORT**

Prod Ind: P		7/2/2013
ROYALTY		2:41 PM
Transmission Received From: RMD-SLO		Page No: 1
OGRID: 99999	Tran Type: 185	SampleFile: csv
Sender ID: Web Filer	Xmit Cntrl Num: 2007	File Format: CSV
		Tracking Num: 104956

PRE-EDIT SUMMARY OF RETURN

FOR OGRID CODE	99999
TOTAL SUMMARY LINES READ	1
TOTAL SUMMARY ERRORS	0
TOTAL DETAIL LINES READ	48
TOTAL DETAIL ERRORS	0
TOTAL INVOICE LINES READ	0
TOTAL INVOICE ERRORS	0
TOTAL LEASE CREDIT LINES READ(OGR-2C)	0
TOTAL LEASE CREDIT ERRORS(OGR-2C)	0

No Critical Errors. Return Accepted.

Sample report for file rejected by ONGARD listing errors. This is the starting place for fixing your file for resubmission. If you are unable to correct your errors or need help understanding the error messages, contact the New Mexico State Land Office at (505) 827-5747 or (505) 827-5854 and we will be happy to assist you.

**ONGARD - STATE OF NEW MEXICO
CSV PROCESS ACKNOWLEDGEMENT / DETAIL ERROR REPORT**

Prod Ind: P		4/9/2013
ROYALTY		1:04 PM
Transmission Received From: RMD-SLO		Page No: 1
OGRID:	Tran Type: 185	SampleFile: comp-csv
Sender ID:	Xmit Cntrl Num: 3001	File Format: CSV
		Tracking Num: 101900

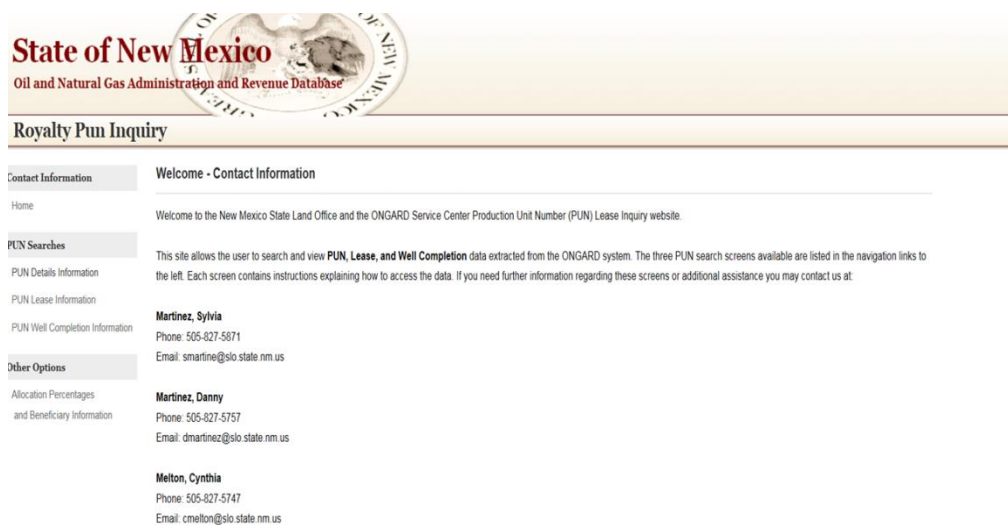
ROW NUM	REC TYPE	FIELD NUM	FIELD NAME	FIELD LENGTH	REPORTED VALUE	STATUS	ERROR DESCRIPTION
30	?	1	REC TYP	1		R	Unrecognized Record Type

OTHER ONLINE APPLICATIONS

The New Mexico State Land Office has several online applications that serve to assist the remitter. They are as follows:

PUN/Lease Inquiry – This application allows the user to search and view PUN, Lease, Well Completion, Allocation Percentages and Beneficiary information extracted from the ONGARD system. This application DOES NOT require that the royalty filer have a user id and password for electronic filing. The instructions to access this application are as follows:

1. Go to www.ongard.state.nm.us
2. Put your cursor in the menu bar over “State Land Office” and select “SLO Reports”.
3. Click on “ROYALTY MANAGEMENT DIVISION”
4. Click on “ROYALTY INDUSTRY ACCESS”
5. Click on “PRODUCTION UNIT NUMBER INQUIRY” to get to the menu.



State of New Mexico
Oil and Natural Gas Administration and Revenue Database

Royalty PUN Inquiry

Contact Information | Welcome - Contact Information

Home | Welcome to the New Mexico State Land Office and the ONGARD Service Center Production Unit Number (PUN) Lease Inquiry website.

PUN Searches
PUN Details Information | This site allows the user to search and view **PUN, Lease, and Well Completion** data extracted from the ONGARD system. The three PUN search screens available are listed in the navigation links to the left. Each screen contains instructions explaining how to access the data. If you need further information regarding these screens or additional assistance you may contact us at
PUN Lease Information
PUN Well Completion Information

Other Options
Allocation Percentages and Beneficiary Information

Martinez, Sylvia
Phone: 505-827-5871
Email: smartine@slo.state.nm.us

Martinez, Danny
Phone: 505-827-5757
Email: dmartinez@slo.state.nm.us

Melton, Cynthia
Phone: 505-827-5747
Email: cmelton@slo.state.nm.us

The Menu options and instructions are as follows:

1. PUN Information
 - A. Search by PUN Option:
Enter a seven-digit PUN and the screen will display PUN data including PUN type, OGRID name (Operator of the PUN), Property Name, Effective Date and PUN Status (Active or De-active).

State of New Mexico
Oil and Natural Gas Administration and Revenue Database

Royalty Pun Inquiry

Contact Information
Home

PUN Searches
PUN Details Information
PUN Lease Information
PUN Well Completion Information

Other Options
Allocation Percentages and Beneficiary Information

PUN Information Details
 Search by PUN Search by OGRID
 Search by Pun Inquiry
 Enter PUN: 1068296

2 records were found. [Export Grid To Excel \(click here\)](#)

Pun	Pun Type	OGrid Name	Property Name	Effective Date	Status	Gas Royalty Payment Basis
1068296	STUNIT2	ABCDEF	MESCALERO RIDGE UNIT	11/29/1994	A	ENTITLEMENT
1068296	STUNIT2	ABCDEF	MESCALERO RIDGE UNIT	09/01/2001	A	ENTITLEMENT

B. Search by OGRID Option:

Enter the OGRID number and select the Active or De-active option. If the Active option is selected, the screen will display all active PUNs attached to the selected OGRID. If the De-active option is selected, the screen will display all De-active PUNs associated with the selected OGRID.

State of New Mexico
Oil and Natural Gas Administration and Revenue Database

Royalty Pun Inquiry

Contact Information
Home

PUN Searches
PUN Details Information
PUN Lease Information
PUN Well Completion Information

Other Options
Allocation Percentages and Beneficiary Information

PUN Information Details
 Search by PUN Search by OGRID
 Search by OGRID Inquiry
 Enter OGRID: 99999
 Active De-Active

2 records were found. [Export Grid To Excel \(click here\)](#)

Pun	Pun Type	OGrid Name	Property Name	Effective Date	Status	Gas Royalty Payment Basis
1155013	REGLSE	ABCDEF	LEA YH STATE	11/29/1994	A	TAKES
1155028	REGLSE	ABCDEF	LEA YH STATE	11/29/1994	A	TAKES

2. PUN Well Completion Information – This option allows you to search for PUN information by entering the PUN or the API number.

A. Search by PUN Option:

Enter the seven digit PUN and the screen will display information for all well completions attached to the PUN including the API Number, Pool Identification Number, dates for which the well completion was attached to the PUN and the well completion well numbers.

State of New Mexico
Oil and Natural Gas Administration and Revenue Database

Royalty Pun Inquiry

Contact Information | **PUN Well Completion Search**

Home

Search by PUN Search by API

Search by Pun Inquiry
Enter the seven digit PUN and the screen will display information for all well completions attached to the PUN including the API Number, Pool Identification Number, dates for which the well completion was attached to the PUN and the well completion well numbers.

Enter PUN:

PUN Searches
PUN Details Information
PUN Lease Information
PUN Well Completion Information

Other Options
Allocation Percentages and Beneficiary Information

State of New Mexico
Oil and Natural Gas Administration and Revenue Database

Royalty Pun Inquiry

Contact Information | **PUN Well Completion Search**

Home

Search by PUN Search by API

Search by Pun Inquiry
Enter PUN: 1125218

15 records were found. [Export Grid To Excel \(click here\)](#)

Pun	State Code	County Code	Well IDN	Pool ID	Pool Name	Effective Date	Termination Date	Well Number	Property Name	Well Stat Code
1125218	30	15	21005	82600	PARKWAY.MORROW, WEST (GAS)	11/29/1994	01/25/2005	002	PARKWAY WEST UNIT	A
1125218	30	15	22367	82600	PARKWAY.MORROW, WEST (GAS)	11/29/1994	02/15/2010	005	PARKWAY WEST UNIT	A
1125218	30	15	22979	82600	PARKWAY.MORROW, WEST (GAS)	11/29/1994	12/31/9999	006	PARKWAY WEST UNIT	A
1125218	30	15	23006	82600	PARKWAY.MORROW, WEST (GAS)	11/29/1994	12/31/9999	007	PARKWAY WEST UNIT	A

Other Options
Allocation Percentages and Beneficiary Information

B. Search by API Option:

Click the API Well # box and the screen will allow you to enter the API County Code, the API Well IDN and the Pool IDN. Once the API County Code, API Well IDN and the POOL IDN have been selected, the screen will display the following: (1) the Production Unit Number the well completion is attached to and (2) all PUNs the well completion has been attached to.

A drop down box has been included in the API County Code select field. If you search on the county, the screen will display all well completions within the given county. You may then select a well completion to retrieve the desired PUN information.



Royalty Pun Inquiry

<p>Contact Information</p> <p>Home</p> <p>PUN Searches</p> <p>PUN Details Information</p> <p>PUN Lease Information</p> <p>PUN Well Completion Information</p> <p>Other Options</p> <p>Allocation Percentages and Beneficiary Information</p>	<p>PUN Well Completion Search</p> <p><input type="radio"/> Search by PUN <input checked="" type="radio"/> Search by API</p> <p>Search by API Inquiry</p> <p>The screen will allow you to enter the API County Code, the API Well IDN and the Pool IDN. Once the API County Code, API Well IDN and the POOL IDN have been selected, the screen will display the following: (1) the Production Unit Number the well completion is attached to and (2) all PUNs the well completion has been attached to. A drop down box has been included in the API County Code select field. If you search on the county, the screen will display all well completions within the given county. You may then select a well completion to retrieve the desired PUN information.</p> <p>API State Code: <input type="text" value="30 - NEW MEXICO"/></p> <p>API County Code: <input type="text" value="5-Chaves"/></p> <p>API Well IDN: <input type="text"/></p> <p>Pool IDN: <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p>
---	---



Royalty Pun Inquiry

<p>Contact Information</p> <p>Home</p> <p>PUN Searches</p> <p>PUN Details Information</p> <p>PUN Lease Information</p> <p>PUN Well Completion Information</p> <p>Other Options</p> <p>Allocation Percentages and Beneficiary Information</p>	<p>PUN Well Completion Search</p> <p><input type="radio"/> Search by PUN <input checked="" type="radio"/> Search by API</p> <p>Search by API Inquiry</p> <p>API State Code: <input type="text" value="30"/></p> <p>API County Code: <input type="text" value="25-Lea"/></p> <p>API Well IDN: <input type="text" value="02091"/></p> <p>Pool IDN: <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p>
---	---

2 records were found.

[Export Grid To Excel \(click here\)](#)

Pun	State Code	County Code	Well IDN	Pool ID	Pool Name	Effective Date	Termination Date	Well Number	Property Name	Well Stat Code
1149939	30	25	2091	62160	VACUUM, GLORIETA	11/29/1994	12/31/9999	022	BRIDGES STATE SEC. 24	A
1149939	30	25	2091	62160	VACUUM, GLORIETA	11/29/1994	12/31/9999	022	VACUUM GLORIETA WEST UNIT	A

PUN Lease Information - This option allows the user to view all leases associated with a selected PUN and the applicable royalty rates.

A. Search by PUN Option:

Enter the seven-digit PUN and check either the Active or De-active box. If the Active box is selected, the screen will display active leases attached to the PUN. If the De-active box is selected, the screen will display de-active leases attached to the PUN. You must also select the product kind. The screens will also display the royalty rates associated with the Leases.

Pun	Royalty Rate	Lease Information	Property Name
1168069	0.125	AD-1320	VACUUM 31
1168069	0.16667	VD-3836	VACUUM 31

B. Search by Lease Option:

Enter the Lease Code and the screen will display all Production Unit Numbers associated with the selected Lease Code. The screen will also display the applicable Royalty Rate.

Pun	Royalty Rate	Lease Information	Property Name
1024665	0.16667	VD-3836	VACUUM 9205 JV-P
1168069	0.16667	VD-3836	VACUUM 31
1233549	0.16667	VD-3836	VACUUM 9205 JV-P
1278834	0.16667	VD-3836	VACUUM 9205 JV-P

3. Allocation Percentages/Bene Information – This option allows the user to view the allocation percentages and beneficiary information for a particular pun. There are several different options for information available. The search is by PUN.

A. Lease % - This option will display for a selected pun, the lease numbers, assignment numbers, number of acres and associated allocation percentages within each lease and assignment number and total state net interest.

State of New Mexico
Oil and Natural Gas Administration and Revenue Database

Royalty Pun Inquiry

Contact Information **Search Allocation Percentages/Benefit Information**

Home [Open Search Criteria \(click here\)](#)

PUN Searches 18 Gas Record Returned for PUN: 1125218 Total State Net Interest: 100% [Export Grid To Excel \(click here\)](#)

LEASE NUMBER	ASSIGNMENT NUMBER	ACRES IN PUN	PERCENTAGE IN PUN
ED-701	12	160	4.16667
KD-3076	5	160	4.16667
KD-3153	2	400	10.41667
KD-3702	2	280	7.29167
KD-3830	2	160	4.16667
KD-4251	2	320	8.33333
KD-4329	2	200	5.20833
KD-4330	4	280	7.29167
KD-4395	2	160	4.16667
KD-4588	2	120	3.125
KD-4721	2	160	4.16667
KD-5771	2	40	1.04166
KD-6949	2	360	9.375
LD-1513	3	120	3.125
LD-3099	3	320	8.33333
LD-3100	2	240	6.25
LD-323	2	40	1.04166
LD-6520	6	320	8.33333

- B. Lessee of Record % - This option will display for a selected PUN the Lessee of Record names and their associated allocation percentages. The allocation percentage is computed by totaling for each lessee the allocation percentages of each active lease they own within the PUN.

State of New Mexico
Oil and Natural Gas Administration and Revenue Database

Royalty Pun Inquiry

Contact Information **Search Allocation Percentages/Benefit Information**

Home [Open Search Criteria \(click here\)](#)

PUN Searches 8 Oil Record Returned for PUN: 1125218 Total State Net Interest: 91.66667% [Export Grid To Excel \(click here\)](#)

LESSEE CODE - LESSEE NAME	LESSEE%
6137-DEVON ENERGY PRODUCTION COMPANY, LP	21.875
22865-PETROLEUM CORP	9.375
45465-PERRY R BASS TRUSTEE	1.04166
69691-GENERAL ENERGY OPERATING LTD	11.45834
149315-MAGNUM HUNTER PRODUCTION, INC.	23.95833
169355-DEVON LOUISIANA CORPORATION	4.16667
213902-HEADINGTON OIL CO. & KLABZUBA O & G	11.45834
229137-COG OPERATING LLC	8.33333

- C. Lessee of Record - This option will display for a selected PUN active lease numbers, the assignment number and the lessee of record name associated with each active lease and assignment number.

State of New Mexico
Oil and Natural Gas Administration and Revenue Database

Royalty Pun Inquiry

Contact Information Search Allocation Percentages/Benefit Information

Home [Open Search Criteria \(click here\)](#)

PUN Searches 17 Gas Record Returned for PUN: 1125218. [Export Grid To Excel \(click here\)](#)

LEASE NUMBER	ASSIGNMENT NUMBER	LESSEE NAME	ALLOCATION PERCENTAGE
EO-701	12	HEADINGTON OIL CO. & KLABZUBA O & G	4.16667
KD-3076	5	DEVON LOUISIANA CORPORATION	4.16667
KD-3153	2	DEVON ENERGY PRODUCTION COMPANY, LP	10.41667
KD-3702	2	GENERAL ENERGY OPERATING LTD	7.29167
KD-3830	2	GENERAL ENERGY OPERATING LTD	4.16667
KD-4251	2	MAGNUM HUNTER PRODUCTION, INC	8.33333
KD-4329	2	MAGNUM HUNTER PRODUCTION, INC	5.20833
KD-4330	4	HEADINGTON OIL CO. & KLABZUBA O & G	7.29167
KD-4395	2	MAGNUM HUNTER PRODUCTION, INC	4.16667
KD-4588	2	MAGNUM HUNTER PRODUCTION, INC	3.125
KD-4721	2	DEVON ENERGY PRODUCTION COMPANY, LP	4.16667
KD-5771	2	DEVON ENERGY PRODUCTION COMPANY, LP	1.04166
KD-6949	2	PETROLEUM CORP	9.375
LD-1513	3	MAGNUM HUNTER PRODUCTION, INC	3.125
LD-3100	2	DEVON ENERGY PRODUCTION COMPANY, LP	6.25
LD-323	2	PERRY R BASS TRUSTEE	1.04166
LD-6520	6	COG OPERATING LLC	8.33333

D. Lease/Bene – This option will display for the selected PUN, the active lease number and the beneficiary associated with each active lease number. This option is very beneficial when the remitter is trying to apply lease credits to royalty detail lines.

State of New Mexico
Oil and Natural Gas Administration and Revenue Database

Royalty Pun Inquiry

Contact Information Search Allocation Percentages/Benefit Information

Home [Open Search Criteria \(click here\)](#)

PUN Searches 18 Oil Record Returned for PUN: 1125218. [Export Grid To Excel \(click here\)](#)

LEASE NUMBER	BENE NUM - BENE NAME
EO-701	1 - COMMON SCHOOLS
KD-3076	1 - COMMON SCHOOLS
KD-3153	1 - COMMON SCHOOLS
KD-3702	1 - COMMON SCHOOLS
KD-3830	1 - COMMON SCHOOLS
KD-4251	1 - COMMON SCHOOLS
KD-4329	1 - COMMON SCHOOLS
KD-4330	1 - COMMON SCHOOLS
KD-4395	1 - COMMON SCHOOLS
KD-4588	1 - COMMON SCHOOLS
KD-4721	1 - COMMON SCHOOLS
KD-5771	1 - COMMON SCHOOLS
KD-6949	1 - COMMON SCHOOLS
LD-323	1 - COMMON SCHOOLS
LD-1513	1 - COMMON SCHOOLS
LD-3099	1 - COMMON SCHOOLS
LD-3100	1 - COMMON SCHOOLS
LD-6520	1 - COMMON SCHOOLS

Royalty Reported Detail History – This application allows the royalty filer to search royalty detail they have reported to the New Mexico State Land Office. Royalty Detail History is provided beginning with sales period January 2002. If royalty detail history is needed for periods prior to January 2002, please contact our staff for assistance. This application DOES require that the royalty filer have a user ID and password for electronic filing. The steps to retrieve your company’s detail history are as follows:

- Once you have successfully logged into the Unified Online Filing site:
1. Click “Select OGRID” from the left-hand menu.
 2. Select the appropriate OGRID from the dropdown list
 3. Select “Royalty Reported Detail History” option from the list of activities.
 4. Click on the “Go” button and you will be directed to the Welcome screen.

New Mexico Oil and Gas Unified Online Filing

Welcome - New Mexico Oil and Gas Unified Online Filing

Menu Options
 Select OGRID
 Contact Us

Account Options
 Manage Account Info
 Change Password

Administrator Options
 User Accounts
 Import Users

Choose an OGRID: 88888 - Royalty Filer

Select an Activity:
 Upload a Royalty CSV File
 Royalty Online Web Filing
 Royalty Suspense
 Royalty Reported Detail History
 Royalty Payment History
 Royalty Outstanding Billing Statement
 Royalty Status and History

Go

5. Select “Detail History” from the left side of the Welcome screen.
6. The following screen will be displayed:

State of New Mexico
Oil and Natural Gas Administration and Revenue Database

Unified Online Filing >> Royalty Reported Detail History

Royalty Reported Detail History - Welcome

Royalty Detail History Search

OGRID: 9999

Start Sales Period: /
(MM/YYYY) Month Year

End Sales Period: /
(MM/YYYY) Month Year

PUN:

Lease Prefix:

Lease Sequence Number:

Product Type: All

Search

The royalty filer can choose all or none of the search parameters given. If the royalty filer does not choose one of the options, all royalty detail since January 2002 will be displayed.

7. An example of the output is pictured below. In addition, the results of any search for Royalty Detail History can be exported into excel. This search is: Ogrid 99999 for sales periods 1/2013 to 3/2013.

State of New Mexico
Oil and Natural Gas Administration and Revenue Database

Unified Online Filing >> Royalty Reported Detail History

Royalty Reported Detail History - Welcome

Royalty Detail History Search

24 records were returned by your search criteria. [Open Search Criteria \(click here\)](#) [Export To Excel \(click here\)](#)

OGRID	REPORT MONTH	SALES PERIOD	REVENUE	PG	LN	PUN	LEASE	PROD	AREA	RTU	LOG	NET	TENS	GROSS	DEBN	DEBN	DEBN	ROYALTY	REPORT
								TYPE	LEN	GAS	(BBL-SMCD)	GALS	CFE	PROCEEDS	TENSP	OTHER	PROG	PAID	TYPE
99999	2/2013	1/2013	88029	1	1	1083741	E0-289	4	N	1	2972	0	51	9,370	825	0	0	1,068	CSV
99999	3/2013	2/2013	88049	1	1	1083741	E0-289	4	N	1	2736	0	51	8,629	766	0	0	983	CSV
99999	4/2013	3/2013	88462	1	1	1083741	E0-289	4	N	1	3102	0	51	9,791	869	0	0	1,115	CSV
99999	2/2013	1/2013	88029	1	2	1083741	E0-346	4	N	1	3565	0	51	11,240	990	0	0	1,281	CSV
99999	3/2013	2/2013	88049	1	2	1083741	E0-346	4	N	1	3282	0	51	10,350	919	0	0	1,179	CSV
99999	4/2013	3/2013	88462	1	2	1083741	E0-346	4	N	1	3721	0	51	11,744	1,043	0	0	1,338	CSV

Royalty Payment History – This application allows the royalty filer to search history for payments they have made to the New Mexico State Land Office for royalty.

- Once you have successfully logged into the Unified Online Filing site:
1. Click “Select OGRID” from the left-hand menu.

2. Select the appropriate OGRID from the dropdown list
3. Select “Royalty Payment History” option from the list of activities.
4. Click on the “Go” button and you will be directed to the Welcome screen.

5. Select “Payment History” from the left side of the Welcome screen.
6. The following screen will be displayed:

The royalty filer can choose to search for a particular date range or to leave the search options blank and all of the payments since January 2002 will be displayed.

7. An example of the output is pictured below. In addition, the results of any search for Royalty Payment History can be exported into excel. This search is: Ogrid 99999 for sales periods 1/2012 to 3/2012.

RETURN ID	PAYMENT RECEIVED DATE	REMT REF NUMBER	PAYMENT AMOUNT	APPLIED AMOUNT
83405	1/25/2012	125049604	7302.00	7302.00
83745	2/24/2012	224056555	6782.00	6782.00
84060	3/23/2012	323051956	4962.00	4962.00

Royalty Outstanding Billing Statement – This application allows the royalty filer to search for outstanding notices for their company that have been issued by the New Mexico State Land Office.

Once you have successfully logged into the Unified Online Filing site:

1. Click “Select OGRID” from the left-hand menu.
2. Select the appropriate OGRID from the dropdown list
3. Select “Royalty Outstanding Billing Statement” option from the list of activities.
4. Click on the “Go” button and you will be directed to the Welcome screen.



New Mexico Oil and Gas Unified Online Filing

Menu Options

Select OGRID
Contact Us

Account Options

Manage Account Info
Change Password

Administrator Options

User Accounts
Import Users

Welcome - New Mexico Oil and Gas Unified Online Filing

Choose an OGRID:	<input type="text"/>
Select an Activity:	<ul style="list-style-type: none">Upload a Royalty CSV FileRoyalty Online Web FilingRoyalty SuspenseRoyalty Reported Detail HistoryRoyalty Payment HistoryRoyalty Outstanding Filing StatementRoyalty Status and History
<input type="button" value="Go"/>	

5. Select “Billing Statement” from the left side of the Welcome screen.
6. The list of notices for your account and outstanding balances will be displayed in summary form as shown below. For details on the individual notices, you can click on the “detail” button that is next to each notice balance.

State of New Mexico
Oil and Natural Gas Administration and Revenue Database

Unified Online Filing >> Royalty Outstanding Billing Statement

Menu
Outstanding Billing
Contact Us

ONGARD Portal
Unified Online Filing

Royalty Outstanding Billing Statements

[Export To Excel \(click here\)](#)

OGRID Name:
OGRID Id:
Invoices Issued Prior To: 08/01/2013
NET O.S.B. BALANCE: \$106.00
TOTAL CREDIT INVOICE BALANCE: \$0.00
TOTAL ASSESSMENT BALANCE: \$106.00

Notice Type	Notice No.	0 to 30	31 to 60	61 to 90	91 to 120	120 PLUS	
IN	A0032415	17.00					Detail
IN	A0032317		89.00				Detail

Detail:

State of New Mexico
Oil and Natural Gas Administration and Revenue Database

Unified Online Filing >> Royalty Outstanding Billing Statement

Menu
Outstanding Billing
Contact Us

ONGARD Portal
Unified Online Filing

Notice Detail

Ogrid Name:
Ogrid Id:
Notice No.: A0032415
Notice Type: IN
Return Id: 89365
Issue Date: 6/30/2013
Rpt Mth/Yr: 6/2013
Orig Amt: \$17.00
Balance: \$17.00

[Back](#)

ROYALTY SUSPENSE

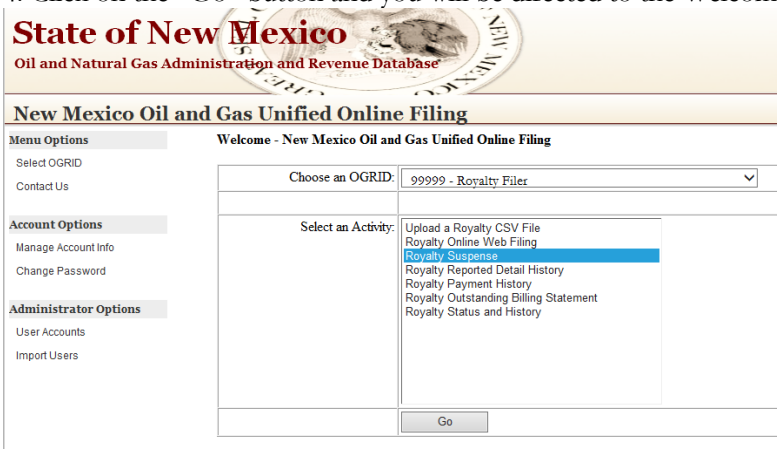
If a royalty filer pays royalties on a detail line with an error that prevents the New Mexico State Land Office from distributing the funds to the proper beneficiary, that detail line and the money attached to it are put into “suspense”. On a monthly basis, the Compliance and Special Projects Bureau notifies each remitter by email of lines that are in suspense for their OGRID. The remitter is responsible for correcting these suspended lines so that funds can be distributed. The most common errors that cause lines to go into suspense are:

1. Invalid PUN – This occurs because either the PUN has been entered incorrectly or the PUN has not yet been assigned to the property.
2. Invalid Lease – This occurs because either the lease has been entered incorrectly or the remitter does not have the lease number.
3. Invalid PUN/Lease Combination – This occurs when the PUN is valid and the lease is valid, but the combination of the two is invalid.
4. Invalid Sales Period – This occurs when the remitter reports a detail line outside of the valid sales period for the PUN, lease or both.

5. Invalid product code – This occurs when the remitter reports a detail line with a product code that is not valid.
6. Invalid transaction code – This occurs when the remitter reports a detail line with a transaction code that is not valid.

Once a remitter has been notified that they have suspended detail lines, it is their responsibility to correct those lines as soon as possible. There are two ways to correct suspended detail lines:

1. Remitter submits a reversing entry for the suspended detail line and enters the line with correct information. This reversal can be in a return by itself or can be included in the remitter’s current monthly return. **NOTE:** The detail line must be reversed EXACTLY as it was originally submitted or the reversing line will be rejected by the ONGARD system.
2. Remitter uses the “Royalty Suspense” application. This application can ONLY be used if the detail line does not have any other error in addition to the PUN or Lease error. Once a remitter has successfully logged into the Unified Online Filing site, you access the “Royalty Suspense” application as follows:
 - A. Click “Select OGRID” from the left-hand menu.
 - B. Select the appropriate OGRID from the dropdown list
 - C. 3. Select “Royalty Suspense” option from the list of activities.
 - D. 4. Click on the “Go” button and you will be directed to the Welcome screen.



- E. Select “Suspense Lines” from the left side of the Welcome screen.
- F. The list of suspended detail lines for your account will be displayed. You will be given the report month where the detail line was submitted, along with the return ID and the page and line number where the suspended line was reported. An example of the display follows:

SUSPENSED LINE DETAIL										
9 detail lines were found for OGRID 99999										
	PUN	LEASE	RPT YR	RPT MTH	SALE YR	SALE MTH	RTN IDN	PG	LN	ROYAMT
ONGARD Portal	1282190	VA - 2133	2013	4	2013	2	88499	76	10	176.00
Unified Online Filing	1282190	VA - 2134	2013	4	2013	2	88499	76	11	176.00
	1299833	VO - 5542	2013	6	2013	4	89224	114	9	1356.00
	1299833	VO - 5543	2013	6	2013	4	89224	114	10	1357.00
	2970802	VB - 1169	2013	6	2013	4	89224	132	7	150962.00
	4645601	VA - 2219	2013	6	2013	4	89224	132	8	8881.00
	4645601	VB - 835	2013	6	2013	4	89224	132	10	6660.00
	5571001	VB - 1186	2013	6	2013	4	89224	132	12	87389.00
	5571001	VB - 1194	2013	6	2013	4	89224	132	13	87073.00

- G. The items in red are the errors that caused the detail line to go into suspense. The user can click on the item in red and be directed to a screen where corrections can be made. This screen also displays the error that caused the line to be suspended.

State of New Mexico
Oil and Natural Gas Administration and Revenue Database

Unified Online Filing >> Royalty Suspense Website

Menu
Suspense Lines

ONGARD Portal
Unified Online Filing

Suspense Correction

PUN/LEASE combination not valid for Sales Month/Year.

[Return to Suspense Lines \(click here\)](#)

OGRID:
OGRID Name:
PUN: 1282190
LEASE: VA 2133
SALE MTH/YR: 2/2013
PRODUCT CDE: 4
TRANS CDE: 51
VOLUME/BBL: 0
VOLUME/MCF: 330
NGL GALLONS: 0
GROSS PROCD: \$1,412.00
NGL CR AMT: \$0.00
TRANS DED: \$0.00
MKT DED: \$0.00
PRC DED: \$0.00
ROY REPORTED: \$176.00
ROY COMPUTED: \$177.00

Save

- H. Once corrected information has been entered, the user should click “Save” and the line will be removed from the suspense display.

ACCOUNT NOTICES

The New Mexico State Land Office generates and issues oil and gas royalty assessments and credits based on information filed by the royalty return remitter. There are two classifications of notices:

- A. Notice of Assessment for Royalty or Interest
- B. Notice of Royalty Credit

Account notices require your immediate attention. All notices include a summary page that details the notice type, the reason for the notice, the dollars involved, instructions for payment or resolution, statutory

references and turnaround document. Some notices also include a detail sheet requiring other review or action by the royalty reporter.

A. Notices of Assessment of Royalty or Interest

Royalty Remittance Assessment: A notice of underpayment of the royalty due on a return. This occurs when the payment amount submitted is less than the royalty reported on the royalty filer's return.

Royalty Interest Assessment: A notice of interest assessed for late payment of oil and gas royalty. Interest is calculated at the rate of 1.25% per month beginning when payment is due until payment is made.

Computation Assessment: A notice for underpaid royalty differences based on ONGARD's calculation of the data submitted by the royalty reporter. The notice includes a detail sheet with a summary of the line entries that contain the computational difference.

Audit and Compliance Assessment: A notice issued as a result of an audit or compliance review of volume or values.

B. Notices of Royalty Credit

Remittance Credit: A notice of overpayment of royalty on an oil and gas royalty return. This occurs when the payment amount submitted is more than the royalty reported on the royalty filer's return.

Computation Credit: A notice for overpaid royalty differences based on ONGARD's calculation of the royalty amount due based on the data submitted by the royalty reporter. The notice includes a detail sheet with a summary of the line entries that contain the computational difference.

Lease Credit: A notice of overpayment of royalty of distributed funds that may be recouped against future royalty liability. Lease credits are generated when royalty filer submits a net credit return. The lease credit must be applied to future detail entries with the same beneficiary.

FILING A CLAIM FOR REFUND

A claim for refund must be made on a form provided by the State Land office. The Claim for Refund forms can be found at http://www.nmstatelands.org/Forms_2.aspx. The claim form must contain the following information:

If the claim is for distributed funds:

- A. The amount of the erroneous payment.
- B. The OGRID number, lease number and PUN.
- C. Knowledge that the payment is not in any suspense fund.
- D. Reasons why such payment was erroneous.
- E. Notarized Signature.

If the claim is for non-distributed funds:

- A. The amount of the erroneous payment.
- B. The OGRID number, lease number and PUN.

- C. Knowledge that the payment is in a suspense fund.
- D. Reasons why such payment was erroneous.
- E. Notarized Signature.

In addition, every request for refund must also include (a) an amended return if any information for prior reporting periods is being changed. The amended return must include detail line entries for all affected PUN/Lease combinations **AND** (b) a letter should be attached if the space provided on the claim form for the reason for the erroneous payment is insufficient.

If a refund claim lacks any required information, the State Land Office may return it to the royalty reporter requesting the additional information. The State Land Office will not consider a claim to be filed until all requirements are met.

Statute of Limitations:

Statute of limitations provides that all claims for refund for an erroneous payment of money shall be barred forever if not filed with the Commissioner of Public Lands within six years from the date the erroneous payment was made.

Lease credits previously established through the Section 19-7-60 process can later be subject a claim for refund, beyond the six-year limitation for the number of days necessary to provide ninety days to file the claim.

COMMISSIONER RULINGS

The Commissioner of Public Lands is empowered by statute to issue rulings necessary for the implementation or enforcement of any laws applicable to the oil and gas royalty program.

FREQUENTLY ASKED QUESTIONS

The New Mexico State Land Office is committed to providing the best possible customer service. SLO staff will promptly reply to questions or requests for assistance. Answers to some of the more commonly asked questions are provided. Please contact us if the provided responses do not adequately answer your questions.

Question:

If I file my oil and gas royalty report electronically, do I still need to submit a paper copy of my return?

Answer:

No, you do not, however the electronic report must comply with the filing requirements as detailed in this filer's kit.

Question:

Can I photocopy OGR-1 and OGR-2 oil and gas royalty reporting forms?

Answer:

Yes, the OGR-1 Summary Report, OGR-2 Detail Report and OGR Remittance document may be photocopied.

Question:

Will the New Mexico State Land Office (SLO) compromise a liability if I am unable to pay?

Answer:

No, by law, the State Land Office cannot compromise an outstanding royalty liability because of the royalty reporter's inability to pay. (Article 4, Section 32 of the NM Constitution.)

Question:

Can interest be forgiven by the State Land Office for late payment of royalties?

Answer:

No, interest must be paid on late payment of royalties. Abatements can be considered in very unusual circumstances.

Question:

What if I receive an assessment that I feel is incorrect? Do I still have to remit payment?

Answer:

No, but you must immediately contact the SLO and provide a detailed explanation of why you feel the assessment is invalid. You must also submit documentation and, if necessary, an amended return to correct the data that created the incorrect notice

Question:

I received a lease credit notice and I'm not sure what it's for? How do I use it?

Answer:

ONGARD issues a lease credit when you submit credit detail lines intended to reverse previously submitted debit detail lines and the funds allocated to the debit lines have been distributed to the beneficiary. A lease credit can only be applied to new detail lines with the same beneficiary.

Question:

I received a remittance assessment and I don't understand why. I also received a Rejected Line Report but the lines on the report don't seem to match the lines on the remittance assessment amount. What do I do?

Answer:

The remittance assessment resulted because you included credit detail line entries on your royalty return and they were rejected. The Rejected line report lists all rejected lines. The remittance assessment is valid and due.

Question:

I received a remittance assessment and I don't understand why. I've checked my copy of the return and it indicates that I paid everything that was due.

Answer:

First check to see if you also received an offsetting lease credit. If so, the assessment is valid (see previous question and answer). If you did not receive a lease credit, check your files to see if you submitted the correct payment amount. It's possible that your payment was less than the royalty amount due on the return. (The royalty amount due is noted on line 9 of the OGR-1 Summary Report form.) If you still can't determine the reason for the assessment, please contact the Revenue Processing Bureau at 505-827-5854.

Question:

I received a computation assessment and I don't know why.
I received a computation credit and I don't know why.

Answer:

ONGARD has determined that the royalty due amount you computed for these detail lines is incorrect. Compare your copy of the report to the page and line numbers noted on the detail page of the notice. Check your computations; it's possible that you used the incorrect royalty rate. (The lease number determines the royalty rate.) If you need help to ascertain the correct royalty rate, review your lease documents or call the Royalty Management Division at 505-827-5871. If you still cannot determine the reason for the notice, check the SLO website or contact the Revenue Processing Bureau at 505-827-5854 or 505-827-4442.

NOTE: If you used the wrong royalty rate and received a computation assessment or computation credit, the New Mexico State Land Office prefers that you submit an amended return to the incorrect detail lines and re-post the correct information. This is to ensure that the royalty data is as accurate as possible.

Question:

Does the New Mexico State Land Office have a website?

Answer:

Yes, you can access the SLO website at: www.nmstatelands.org

FORMS

Copies of the most commonly used forms are provided.

New Mexico State Land Office

SLO Form OGR-1

Rev.01/99

OIL & GAS ROYALTY REMITTANCE REPORT (OGR-1)

1.	Date Submitted: (Month/Day/Year)	
2.	OGRID Number (in box) OGRID NAME:	
3.	Final Return? ("Y" or 'N')	
4.	Remitted Return? ("Y" or "N")	
5.	Accelerated Royalty Payment: Sales month/Year....._____/_____ Amount: (in box)_____	
6.	Total Oil/Gas Royalties:	
7.	Total Oil/Gas Interest:	
8.	Total Assessments Paid: (Attach assessment notices)	
9.	Total Royalty, Interest and Assessments Paid:	
10.	Total Regular Credit Taken: (Attach credit notices)	
11.	Total Lease Credit Taken: (Total of Lease Credits noted on OGR-2C)	
12.	Use Accelerated Royalty Sales month/Year....._____/_____ Payment Previously Submitted: Amount: (in box)_____	
13.	Total Credit Taken:	
14.	Net Advance Royalty Payment (or credit):	
15.	Total Remittance:	
16.	Type of Payment: (Check box below) : (1)___ Fedwire (2)___ ACH credit (3)___ ACH debit (4)___ check	

FOR OFFICE USE ONLY		
Postmark Date: ____/____/____	Validated Remittance Amount:	\$
Receipt Date: ____/____/____	In.Out Check:	

THIS REPORT SUBMITTED BY:

Company Name: _____	Telephone Number: _____
Address: _____	
City: _____	State: _____ Zip Code: _____
This report, for the month(s) of ____ 20__ through ____ 20__ consisting of ____ OGR-2 pages, has been examined by me and to the best of my knowledge and belief it is true, complete and pursuant to law and regulation.	
Name: _____	Title: _____ Date: _____
Signature: _____	

**NEW MEXICO STATE LAND OFFICE
OIL & GAS ROYALTY DETAIL REPORT: (OGR-2)**

SLO FORM OGR-2

Company Name _____

Page _____ **of** _____

OGRID Number _____

Sales Mo/Yr _____

<i>Line</i>	<i>PUN</i>	<i>Lease Number</i>	<i>Product Code</i>	<i>TXN Code</i>	<i>ARMS Length</i>	<i>Volume BBL/MCF</i>	<i>NGL Gallons</i>	<i>BTU Content of GAS</i>	<i>GROSS PROCEEDS</i>	<i>Transportation Deduction</i>	<i>Gas Marketing Prep/Other</i>	<i>Gas Processing Deductions</i>	<i>STATE ROYALTY</i>
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PAGE TOTAL:													
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Note: Round the dollar amounts to the nearest dollar. DO NOT use commas to designate thousands. Oil/Condensate to nearest barrel. NGL to the nearest Gallon. Gas/Gas Products to the nearest MCF (15.025 P.S.I.A.)

**NEW MEXICO STATE LAND OFFICE
ROYALTY MANAGEMENT DIVISION**

CLAIM FOR REFUND

Oil and Gas Royalties – Erroneous Payment
Distributed Funds

Purpose:

This form is used to apply for a refund from the New Mexico State Land Office for oil and gas royalties that have been paid and distributed to the permanent fund.

Amended Data:

If you are changing any information for prior reporting periods (sales months, by product), you must submit an **amended report** for each period affected. Failure to submit the required amended report(s) will prevent or delay the processing of your oil and gas royalty claim for refund.

Letter of Explanation:

Attach a letter of explanation if the Reason for an Erroneous Payment section of the claim form is insufficient to fully explain why you are submitting your claim request.

Signature:

The oil and gas royalty payor or an authorized agent must sign the claim form.

State District Court Involvement:

If the claim for refund exceeds \$10,000, approval or disapproval must also be obtained from the State District Court for Santa Fe County by the Commissioner of Public Lands prior to any disbursement of state funds.

Authority – Claimant Time Limitations:

Section 19-7-60 (NMSA, 1978, as amended effective 07-01-2007) time limit; limitation of action;

Statute of limitations provides that all claims for refund for an erroneous payment of money shall be barred forever if not filed with the commissioner of public lands within six years from the date the erroneous payment was made.

Lease credits previously established through the Section 19-7-60 process can later be subject a claim for refund, beyond the six-year limitation for the number of days necessary to provide ninety days to file the claim.

Presumption of Distribution:

If the reporter has not received notification from the SLO of suspended funds within one month of the payment for which the claim is requested, the applicant can assume such payment(s) is/are not carried in the suspense account.

Subject to Audit:

Refunds are subject to audit at the discretion of the Commissioner of Public Lands.

Registered Notification – Time Limitation:

If the Commissioner of Public Lands discovers an erroneous payment, notice is to be given, by registered mail, to the last recorded address of the person making such erroneous payment. All claims for refund of money shall be filed within ninety days after notice. All claims for refund not filed with the Commissioner of Public Lands within the time prescribed shall be forever barred. (Section 19-7-60)

PUN/Lease – Report Line Entries:

The applicant should submit an amended report(s) for the separate PUN/Lease –Report Line entries. The line entries will be validated by the ONGARD system and reviewed and verified by the Royalty Management Division as part of the refund approval process.

OGRCCR-1
08/2011

**NEW MEXICO STATE LAND OFFICE
ROYALTY MANAGEMENT DIVISION**

**CLAIM FOR REFUND
OIL AND GAS ROYALTIES – ERRONEOUS PAYMENT
DISTRIBUTED FUNDS**

Commissioner of Public Lands
New Mexico State Land Office
P. O. Box 1148
Santa Fe, New Mexico 87504-1148

Dear Sir:

Whereas, _____ Dollars (\$ _____) were erroneously paid for oil and/or gas royalties by:

OGRID NAME: _____ OGRID ID No: _____ to the Commissioner of Public Lands on account of Lease number: _____ and PUN: _____; and

Whereas, to the best of the knowledge of such applicant, such payment is not carried in any suspense fund by the State Land Office or its agent (if any) but has been distributed to the state permanent fund; and the

Applicant states that the reasons why such payment was erroneously made are as follows:

Now, therefore the undersigned makes a claim for refund of said payment(s) from that part of the State Lands Maintenance Fund distributable to the fund into which such payment(s) was (were) erroneously made.

Claimant petitions the Commissioner of Public Lands to investigate the facts herein and endorse his approval of this claim and take action thereon, as provided by Section 19-7-59 et. seq, NMSA 1978, as amended.

Signature of Applicant/Claimant

Notary Statement:

(Applicant) _____ being duly sworn states that the foregoing claim is made in good faith and the facts stated herein are true.

Subscribed and sworn to before me this _____ day of _____, 20_____.

My commission expires: _____

Notary Public: _____

Seal: _____

Approved ()

Disapproved () this the _____ day of _____, 20_____.

Commissioner of Public Lands

**NEW MEXICO STATE LAND OFFICE
ROYALTY MANAGEMENT DIVISION**

**Oil and Gas Royalties – Erroneous Payment
Non-distributed Funds**

Instructions

Purpose:

This form is used for applying for a refund from the New Mexico State Land Office for oil and gas royalties that have been paid but not distributed to a permanent fund. State notifications of such suspense fund payments should be in the possession of the applicant.

Amended Data:

If you are changing any information for prior reporting periods (sales months, by product), you must submit an amended report for each period affected. Failure to submit the required amended report(s) will prevent or delay the processing of your oil and gas royalty claim for refund.

Letter of Explanation:

Attach a letter of explanation if the Reason for an Erroneous Payment section of the claim form is insufficient to fully explain why you are submitting your claim request.

Signature:

The oil and gas royalty payor or an authorized agent must sign the claim form.

Authority – Claimant Time Limitation:

Section 19-7-60 (NMSA, 1978, as amended effective 07-01-2007) time limit; limitation of action;

Statute of limitations provides that all claims for refund for an erroneous payment of money shall be barred forever if not filed with the commissioner of public lands within six years from the date the erroneous payment was made.

Lease credits previously established through the Section 19-7-60 process can later be subject a claim for refund, beyond the six-year limitation for the number of days necessary to provide ninety days to file the claim.

Subject to Audit:

Refunds are subject to audit at the discretion of the Commissioner of Public Lands

Registered Notification – Time Limitation:

If the Commissioner of Public Lands discovers an erroneous payment, notice is to be given, by registered mail, to the last recorded address of the person making such erroneous payment. All claims for refunds of money shall be filed within ninety days after notice. All claims for refund not filed with the Commissioner of Public Lands within the time prescribed shall be forever barred. (Section 19-7-60).

OGRCR-2
08/2011

**NEW MEXICO STATE LAND OFFICE
ROYALTY MANAGEMENT DIVISION
CLAIM FOR REFUND
OIL AND GAS ROYALTIES – ERRONEOUS PAYMENT
NON-DISTRIBUTED FUNDS**

Commissioner of Public Lands
New Mexico State Land Office
P. O. Box 1148
Santa Fe, New Mexico 87504-1148

Dear Sir:

Whereas, _____ Dollars (\$_____) were erroneously paid for oil and/or gas royalties by (OGRID NAME): _____ (OGRID ID No): _____ to the Commissioner of Public Lands on account of Lease number: _____ and PUN: _____ or such amounts are represented by Credit Invoice No. _____ for suspended cash _____, suspended detail _____, or other (describe) _____ and;

Whereas, such payment is carried in an oil and gas royalty suspense fund by the State Land Office or its agent (if any) but has not been distributed to the state permanent fund;

Claimant states that the reason(s) why such payment was/were erroneously made are as follows:

Therefore, the undersigned makes a claim for refund of said payment from the oil and gas royalty suspense fund into which such payment was erroneously made.

Claimant petitions the Commissioner of Public Lands to investigate the facts herein and endorse his approval of this application and take action thereon, as provided by Section 19-7-59 et. seq, NMSA 1978, as amended.

Signature of Applicant/Claimant

Notary Statement:

(Applicant)_____ being duly sworn states that the foregoing claim is made in good faith and the facts stated herein are true.

Subscribed and sworn to before me this _____ day of _____, 20_____.

My commission expires: _____

Notary Public: _____

Seal: _____

Approved ()

Disapproved () this the _____ day of _____, 20_____.

Commissioner of Public Lands