

New Mexico State Land Office (NMSLO)  
Royalty Management Division (RMD)

**Notice of Intent to Request Claim for Refund**

A claim for refund must be reviewed through the RMD Compliance Bureau prior to the submission of a Claim for Refund form. The review process includes an account review to ensure that all outstanding royalty notices have been addressed, an audit of royalties paid by OGRID, and review of compliance with (as applicable): oil and gas lease terms and requirements, water and salt water disposal easements, business lease terms and requirements, rights-of-way, surface environment, and any other environmental or other compliance issues to ensure that the account is in good standing. Once the account is deemed to be in good standing, a final validated refund amount and a Claim for Refund form will be provided.

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OGRID # \_\_\_\_\_ OGRID NAME \_\_\_\_\_

The above-referenced remitter intends to request a refund of the following royalty credits/payments on file with the NMSLO:

Advance Royalty Deposit	
Remittance Credit(s) (enter credit #)	
Example: C0012345	\$12,345
Lease Credit(s) (enter credit #)	
Example: C0012354	\$54,321
Erroneous (Unapplied) Payment (enter payment date)	
Example: 01/01/2023	\$23,456
<b>Total Refund Request:</b>	

*These credit(s) may be used as payment on royalty-related compliance issues. Lease credits must be applied to future royalty detail lines with the same beneficiary.*

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After this refund, the remitter:

- ☐ Is no longer remitting royalties with the NMSLO as of \_\_\_\_\_ and  
☐ an inventory of its NM assets on state land has been attached to this form indicating which have been transferred to assignees, and which have been closed out; or
- ☐ Will continue to be an active royalty remitter with the NMSLO.
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By signing this form, I acknowledge and understand that a complete compliance review will be conducted and the account for \_\_\_\_\_ must be in good standing before a Claim for Refund form will be released for submission and consideration of approval, that the listed credit/payment amounts may be subject to change based on the outcome of the royalty account review and royalty audit, and that any approved credit may only be used toward royalty-related payment obligations (or, if the remitter will cease remitting in the State of New Mexico, and transfer all of its assets on state land to one or more assignees, a refund may be issued on any approved credit).

Signature \_\_\_\_\_ Name and Title \_\_\_\_\_ Date \_\_\_\_\_

Please email completed form to [royaltycompliance@slo.state.nm.us](mailto:royaltycompliance@slo.state.nm.us)