

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, 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.

Requestor's OGRID _____ **Requestor's OGRID NAME** _____

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

| TYPE | BALANCE AMOUNT |
|--|----------------|
| Advance Royalty Deposit | |
| | |
| Remittance Credit Number(s) | |
| | |
| | |
| | |
| Attach Additional Credits | |
| Lease Credit Number(s) | |
| | |
| | |
| | |
| Attach Additional Credits | |
| Erroneous (Unapplied) Payment Date(s) | |
| | |
| | |
| | |
| Attach Additional Payments | |
| Total Refund Request | |

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

Select the applicable option below:

- The requestor is no longer remitting royalties with the NMSLO as of _____, and has completed the attached list of related entities as well as an inventory of all NM state land assets are attached, identifying those that have been transferred, indicating the name of the assignee(s), and those that have been closed out.

- Will continue to be an active royalty remitter with the NMSLO.

By signing this form, I acknowledge on behalf of the requesting entity that a complete compliance review will be conducted and that the accounts of the requestor and all associated entities must be in good standing before a Claim for Refund form will be released for submission and consideration. I understand that listed credit and payment amounts are subject to change based on the results of the royalty account review and audit, and that any approved credit may be applied only to royalty-related payment obligations, or a refund check may be issued in circumstances where the remitter ceases remitting in the State of New Mexico and transfers all state land assets to another entity.

Signature _____ Name and Title _____ Date _____

Please email completed form to royaltycompliance@nmslo.gov

