Situation	Documentation Required
Address or Bank Change	Submit change request in writing with your signature and last 4 digits of your social security or tax identification number. For address changes, please complete the W-9. For Bank changes, please complete the Direct Deposit Enrollment Form.
Individual Name Changes	Marriage Certificate, Divorce Decree reinstating maiden name or other document affecting name change. Submit a copy of the required documentation along with a notation of your owner number. Also, please resubmit a revised W–9 Form.
Company or Corporation Name Change	Certificate of Name Change including Tax ID; A revised W–9 Form will need to be submitted.
Company or Corporation's Name Change Due to Merger	Certificate of Merger including Tax ID.
Change of Social Security Number or Tax ID	Please resubmit a revised W–9 Form.
Appointment of Attorney-In-Fact	Copy of Power of Attorney filed of record in county/parish in which the property is located
Sale of Interest	Copy of Conveyance filed of record in the county/parish in which the property is located.
Ownership Change due to Divorce	Complete Divorce Decree including Settlement Agreement, recorded conveyances (if appropriate).
Creation of Trust/Partnership	Trust or Partnership Agreement and, if appropriate, recorded document conveying the interest in a property to the Trust or Partnership.
Termination of Trust/Partnership	Dissolution of Trust or Partnership and, if appropriate, recorded conveyance to beneficiary.
Change in Trustee	Instrument whereby the successor trustee was appointed.
Joint Tenancy — One Death	Death Certificate of the deceased Joint Tenant.
Estate Proceedings:	
Deceased — Testate	• Copy of the Death Certificate

(With a Will)	• Copy of Letters Testamentary If payments are to be issued to the Estate (please include Tax ID #, if applicable) • Copy of Probated Will with Final Decree, Judgment of Possession and/or Order Admitting Will to Probate • If deceased owner had a Will that was one of the following: – Probated in the county/parish of place of residence, but county/parish is not the location of the well or – The Will was not admitted for probate. Then a certified copy of the Will should be filed of record in the county/parish where the well is located. • Name, address, telephone number and completed W–9 Form for each heir/devisee. • Copy of Probated Will with Final Decree, Judgment of Possession and/or Order Admitting Will to Probate
Deceased — Intestate (Without a Will)	• (Laws of Descent and Distribution will apply as relevant) • Copy of Death Certificate • Affidavit of Heirship completed by a disinterested party who is familiar with the family and martial history of the deceased, but does not stand to benefit from the estate, notarized and filed of record in the county/parish in which the well is located. • Name, address, telephone number and completed W–9 Form for each heir.
Bankruptcy:	
Chapter 11	• Plan of Reorganization • Order Confirming the Plan of Reorganization
Chapter 7	• Recorded conveyance (as appropriate) • Order Naming Trustee of Bankruptcy Estate