

CountryMark purchases crude oil from certain oil and gas lease(s) in which our records indicate you have ownership. Please review the Division Order for accuracy and complete in accordance to instructions stated below. **All items listed below as "Required" must be completed or your Division Order will be returned and payment will be delayed.**

DIVISION ORDER SIGNING REQUIREMENTS:

FRONT PAGE:

1. **(Required) OWNER(S) SIGNATURE**

Printed name stated below signature line should match ownership in well. Examples are: Individual Owner, Co-Owner if applicable, Trustee, Corporation, Executor, etc.

2. **(Required) MAILING ADDRESS**

Paper check payments or annual tax forms will be mailed by US Postal Service.

3. **(Preferred) Email and Telephone Number**

4. **(Required) SOCIAL SECURITY NUMBER OR EMPLOYER TAX ID NUMBER**

Report income to Internal Revenue Service for 1099 misc. income statements *FEDERAL LAW REQUIRES YOU TO FURNISH YOUR SOCIAL SECURITY NUMBER OR TAXPAYER IDENTIFICATION NUMBER. FAILURE TO COMPLY WILL RESULT IN 24% TAX WITHHOLDING AND WILL NOT BE REFUNDABLE BY PAYOR.*

5. **(Required) WITNESS SIGNATURE** from individual 18 years or older.

BACK PAGE:

1. **(Required)** Initials required bottom left corner

2. **(Required for Payment) RETURN ONE COPY OF EXECUTED DIVISION ORDER** in the enclosed envelope and retain the second copy for your records.

PAYMENT OPTION:

(Required) Electronic Deposits

Currently receiving electronic deposits? No action required if owner account number is same as attached Division Order.

Electronic Deposit Enrollment Form:

1. Complete attached form and return to address below
2. Or - Download and print form from our website www.countrymark.com (Select "Crude Oil" and "Forms")

Return Form Options:

1. **Electronic Deposit Form:** Scan/Picture and Email: Division.Order@countrymark.com
2. **Division Order Contract:** Scan/Picture front and back and Email: Division.Order@countrymark.com
3. Or- Fax: 812.838.8175 Attention: Division Orders

US Postal Service Mailings:

Countrymark Refining and Logistics, LLC
Attention: Division Order Department
1200 Refinery Road
Mount Vernon, IN 47620

GENERAL INQUIRIES:

Visit our website: www.countrymark.com (Select "Crude Oil" tab)