



**Owner Name:**

**Owner #:**

**Field Name:**

**County, State:**

, New Mexico

Please provide copies of the documentation pursuant to the below situation which best applies\*:

- To remit payment to the Estate pending probate proceedings:**
  - \_\_\_ Death Certificate
  - \_\_\_ Letters Testamentary/Letters of Administration
  - \_\_\_ Last Will and Testament
  - \_\_\_ Order Admitting Will to Probate
  - \_\_\_ Verification of the TaxID of the estate (W-9 Form)
  
- To transfer the interest to the heirs if the decedent's Will is probated in New Mexico:**
  - \_\_\_ Death Certificate
  - \_\_\_ Will and the Order admitting it to probate (*must be recorded where the real property is located*)
  - \_\_\_ Letters Testamentary or Letters of Administration and/or Final Decree of Distribution and notarized copies of executor's deeds or other deeds, if applicable (*must be recorded where the real property is located*)
  - \_\_\_ W-9 Form completed by devisees
  
- To transfer the interest to the heirs if the decedent's Will is not probated in New Mexico:**
  - \_\_\_ Death Certificate
  - \_\_\_ Will and the Order admitting it to ancillary probate (*must be recorded where the real property is located*)
  - \_\_\_ Foreign Letters Testamentary and notarized copies of executor's deeds or other deeds, if applicable (*must be recorded where the real property is located*)
  - \_\_\_ W-9 Form completed by devisees
  
- To transfer the interest to the heirs if the decedent died without a Will (intestate) and the Estate is under Administration (Laws of Descent and Distribution will apply):**
  - \_\_\_ Death Certificate
  - \_\_\_ Affidavit of Heirship *completed by an unrelated party who knew the decedent well, signed in the presence of a notary, and recorded where the real property is located*
  - \_\_\_ W-9 Form completed by heirs
  
- To transfer the interest to the heirs if the decedent died without a Will (intestate) and no administration will be had, or with a Will which will not be probated:**
  - \_\_\_ Death Certificate
  - \_\_\_ Affidavit of Heirship *completed by an unrelated party who knew the decedent well, signed in the presence of a notary, and recorded where the real property is located*
  - \_\_\_ W-9 Form completed by heirs

\*This list is meant only as a general guideline and is not intended to be all-inclusive. Please seek legal counsel should you need further advice.

**Mail Documents to:** Hilcorp Energy Company  
Attn: Owner Relations  
PO Box 61229  
Houston, TX 77208-1229

**Email PDF Documents to:** [ownerrelations@hilcorp.com](mailto:ownerrelations@hilcorp.com)  
*\*Place owner number and name in the subject line.*

**Fax Documents to:** 713-289-2842

For questions or concerns call Hilcorp Owner Relations at 713-209-2457 or visit the Owner Relations page of our website at [www.Hilcorp.com](http://www.Hilcorp.com) for frequently asked questions.