



Owner Name:
Owner #:
Field Name:
County, State: _____, Ohio

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 had a Will and probate is being conducted:**
 - Deed that conveyed the property to the decedent to determine whether a Survivorship interest was created (If applicable)
 - Death Certificate
 - Letters Testamentary
 - Last Will and Testament
 - Certificate of Transfer *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)**
 - Deed that conveyed the property to the decedent to determine whether a Survivorship interest was created (If applicable)
 - Death Certificate
 - Affidavit of Heirship *completed by an unrelated party who knew the decedent well, signed in the presence of a notary, and submitted to Probate*
 - Certificate of Transfer *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
**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 for frequently asked questions.