



Owner Name:  
Owner #:  
Field Name:  
County, State: \_\_\_\_\_, Pennsylvania

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 & the Original Short Certificate verifying the Executor
  - \_\_\_ Last Will and Testament (if the decedent died Testate)
  - \_\_\_ Verification of the TaxID of the estate (W-9 Form)
  
- **To transfer the interest to the heirs if probate has been conducted:**
  - \_\_\_ Death Certificate
  - \_\_\_ Letters Testamentary & the Original Short Certificate verifying the Executor
  - \_\_\_ Decree of Distribution *that has been filed with the Register of Wills where the real property is located.*
  - \_\_\_ Last Will and Testament (if the decedent died Testate) *that has been filed with the Register of Wills where the real property is located.*
  - \_\_\_ W-9 Form completed by devisees
  
- **To transfer the interest to the heirs if no formal probate will be conducted:**
  - \_\_\_ Death Certificate
  - \_\_\_ Letters of Administration verifying the Administrator
  - \_\_\_ Court Decree or the Family Settlement agreement *that has been filed with the Register of Wills where the real property is located.*
  - \_\_\_ W-9 Form completed by heirs
  
- **If property is owned as Tenants by Entirety, a copy of the Death Certificate is sufficient to transfer title to surviving spouse:**
  - \_\_\_ Death Certificate
  - \_\_\_ W-9 Form completed by surviving spouse

\*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.*