



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

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:**
  - \_\_\_ Death Certificate
  - \_\_\_ Last Will and Testament *recorded where the real property is located*
  - \_\_\_ Order Admitting Will to Probate *recorded where the real property is located*
  - \_\_\_ Letters Testamentary
  - \_\_\_ 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.*