

INSTRUCTIONS FOR CHANGE OF OWNERSHIP INVOLVING TRUSTS

1) If the intent is to **transfer ownership from an individual account into a Trust (or vice versa)** or if the intent is to transfer ownership from a Trust to the beneficiaries, Hilcorp will require the following documentation*:

- Copy of the deed that conveys the interest from the name of the individual account into the name of the trust (or vice versa) or Copy of the deed that conveys the interest from the name of the Trust into the name of the beneficiaries
- Copy of the Trust or Memorandum / Certificate of Trust
- Tax identification number for the new owner(s) (W9 Form)

* If the current owner/grantor passed away, please provide us with a copy of the Death Certificate, in addition to the above documentation.

2) If the **Trustee needs to be updated** but the interest will remain under the name of the Trust, Hilcorp will require the following documentation:

- Copy of the Trust or Memorandum / Certificate of Trust
- Death Certificate for the Trustee
- Updated tax identification number (W9 Form) if the tax identification number is changing

When available, please forward all the necessary documents to **Hilcorp**:

Mail: 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: 713-383-6772

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.