



**Owner Name:**  
**Owner #:**  
**Field Name:**  
**Parish, State:** \_\_\_\_\_, Louisiana

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

**To remit payment to the estate pending probate proceedings in Louisiana:**

- Death Certificate
- Letters Testamentary/Letters of Administration
- Last Will and Testament
- Order Admitting Will to Probate in the state of Louisiana
- Verification of the tax identification number of the Estate (W-9 Form)

**To transfer the interest to the heirs if the decedent had a Will and probate is being conducted in Louisiana:**

- Death Certificate
- Judgment of Possession *recorded where the real property is located.*
- W-9 Form completed by the devisees

**To transfer the interest to the heirs if the decedent had a Will (testate), the terms of the Will are to be followed, and probate is being conducted in a state other than Louisiana (foreign probate), ancillary proceedings must be filed within the Parish where the real property is located:**

- Death Certificate
- Judgment of Possession *recorded where the real property is located.*
- W-9 completed by the devisees

**To transfer the interest to the heirs if the decedent died without a Will (intestate), or with a Will which will not be probated in Louisiana\*:**

- Death Certificate
- Affidavit of Heirship *completed in duplicate by the surviving spouse and an adult heir or two adult heirs if there is no surviving spouse, signed in the presence of a notary, and recorded where the real property is located.*
- W-9 Form completed by the heirs

**Disclaimer:** the laws of intestate succession will be followed instead of the Will

**Disclaimer:** Hilcorp may request additional documentation to process ownership transfer based on the amount of funds held in suspense

\*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:**

713-383-6772

*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](http://www.Hilcorp.com) for frequently asked questions.*