



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

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 Tax Identification Number of the Estate (W-9 Form)

To remit payment to the owner(s)/transferee(s) under a transfer on death deed following the death of an interest owner:

- Death Certificate
- A recorded copy of an affidavit as provided under W.S. 34-11-101 that complies with W.S. 2-18-104 and an accompanying certificate of clearance
- W-9 Form completed by the owner(s)/transferee(s)

To remit payment to a successor trustee of a trust:

- A certification or affidavit of trust containing all of the requirements set forth in W.S. 4-10-1014
- W-9 Form for the trust

To remit payment to a beneficiary of a trust:

- A certification or affidavit of trust containing all of the requirements set forth in W.S. 4-10-1014 showing the trustee's authority to transfer the property to the beneficiary
- A recorded copy of the Trustee's Deed
- W-9 Form for the beneficiary.

To transfer the interest to the devisees/beneficiaries if the decedent's Will or intestate estate is probated in Wyoming:

- Death Certificate
- Recorded copies of the Will (*if applicable*) and the Order admitting it or the estate to probate
- Letters Testamentary or Letters of Administration and copies of executor's deeds or other deeds, if applicable (*must be recorded where the real property is located*)
- Final Decree Determining Heirs or Devisees or Final Document of Distribution and Settlement (*must be recorded where the real property is located*)
- W-9 Form completed by devisees

To transfer the interest to the devisees/beneficiaries if the decedent's Will is probated in another jurisdiction and an ancillary or foreign probate is initiated in Wyoming: :

- Death Certificate
- Recorded copies of the decedent's Will and the Order admitting it to ancillary probate (*must be recorded where the real property is located*)
- Foreign Letters Testamentary and notarized copies of executor's deeds or other deeds, if applicable (*must be recorded where the real property is located*)
- W-9 Form completed by devisees

To transfer an interest to the heirs or devisees if Wyoming's Summary Distribution Procedure is utilized pursuant to W.S. 2-1-205

- Death Certificate
- Recorded copy of the Decree of Distribution from a Wyoming District Court (*must be recorded where the real property is located*)
- W-9 Form completed by the distributees in the Decree.

To transfer the interest to the heirs if the decedent died without a Will (intestate) and a formal Determination of Heirship has been established by a Wyoming district Court (Laws of Descent and Distribution will apply):

- Death Certificate
- A recorded Decree of Determination of Heirship and W.S. 34-11-101 Affidavit (*if applicable for after discovered property*)
- W-9 Form completed by heirs

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
***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.