

INSTRUCTIONS

RE: DIRECT MAILING OF REVENUE CHECKS TO OWNER'S BANK

Dear Interest Owner:

As you are aware, Valence Operating Company does NOT offer Direct Deposit service at this time. Because the option of direct deposit is unavailable, many royalty owners request that their royalty checks be mailed directly to a bank or other financial institution for deposit into their personal account.

Should you wish to avail yourself of this service, please furnish us the following:

1. Name and address of the Bank, Credit Union, etc.
2. Account Number
3. Name and telephone number of the bank representative handling your account
(This individual should be aware that a check is being mailed to the bank for deposit)
4. A short letter from you, as the owner, authorizing Valence Operating Company to mail any future revenue payments to the bank for deposit.

Please note that payments will be forwarded to your bank in a manner similar to the example below:

EXAMPLE: John C. Doe
 c/o First State Bank
 Acct #123456-7
 Attn: Mary Smith
 P O Box 84066
 Dallas TX 75433
 (214) 665-4281

Upon receipt of the requested information, our records will be updated accordingly and payments will be mailed to the requested institution at our next monthly check printing. Any future request for a change in the existing mailing address will require that you provide the Division Order Department with written notification at least thirty (30) days prior to the date of change.

If you have any questions or require additional information, please contact the Division Order Department.

DIRECT PAYMENT TO BANK – ADDRESS INFORMATION

If you wish to have your monthly royalty check mailed directly to your bank, please print out this form; fill in the requested information and return the form to the Division Order Department by one of the following:

By Mail:

By Fax:

Valence Operating Company
Attn: Division Order Department
600 Rockmead Dr., Suite 200
Kingwood TX 77339

(832) 644-7112

_____ Owner/Company Name _____ Owner No. _____

Please update your records as follows:

MAILING ADDRESS: (Residence or Office Address to be used for letters, division orders, Form 1099's, etc.)

Address: _____

SSN/Tax ID No.: _____

Phone No: _____

BANK OR PAYMENT ADDRESS: (Address to be used for revenue checks)

Phone No.: _____

Email Address: _____

VERIFIED: (Please Sign Below)

Signature of Owner/Representative *Full Name (PRINT) Name of Owner/Representative

Date