Valence Operating Company
600 Rockmead Drive Suite 200
Kingwood, TX 77339

Dear Interest Owner:

EFFECTIVE JANUARY 1, 2026, VALENCE OPERATING COMPANY WILL MOVE TO ACH EXCLUSIVELY AND NO LONGER BE ISSUING PHYSICAL CHECKS. PLEASE SEE THE INSTRUCTIONS BELOW TO SET UP YOUR ACCOUNT IN PREPARATION FOR THIS CHANGE.

****NOTE: If you have ALREADY sent an ACH form *AND* signed up on the PAK Exchange Portal, no other action is needed on your part.****

To enroll, you **MUST** set up your **PAK Owner Exchange Portal** by doing **ONE** of the following

1. On a computer/ mobile device, type or copy the URL link below into the search bar: https://docvueexchange.com/onboarding/5f58f143-9124-4371-8b72-25bafef00886
2. On a mobile device, use the camera to scan this QR code:

   a. Your Pak Owner Exchange online account should be completed based on the owner information on record with Valence Operating Company. (You do not need to know your Owner Account Number)
   b. Pak Owner Exchange will send an email following account setup for password creation

Once you have a **PAK Owner Exchange Portal** set up**,** you will need to take the following steps:

1. Use the ACH Authorization Form on the back of this letter, or download it by clicking on the ACH FORM link at www.valenceoperating.com/owner_relations.php

2. Complete the Direct Deposit form and send it with a void check to one of the following:
   - Email it to ach@valenceoperating.com
   - Fax it to 832-644-7133
   - Mail to our office:
     600 Rockmead Dr, Suite 200
     Kingwood, TX 77339

Following the completion of both steps, Valence will process your information and have your account connected for ACH deposits. If you have any questions regarding the above information, please call 832-644-6133 or email ach@valenceoperating.com

Sincerely,
Valence Operating Company

VALENCE OPERATING COMPANY

ACH AUTHORIZATION FORM

I hereby authorize Valence Operating Company to initiate automatic deposits to my account via electronic funds transfer (EFT, also known as ACH) at the financial institution named below.

Further, I agree not to hold Valence Operating Company responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution, or due to an error on the part of my financial institution in depositing funds to my account.

This authorization shall remain in full force and effect unless and until I or the financial institution designated below change or cancel such authorization in accordance herewith. This authorization shall be deemed to have been changed or canceled only after 30 days from the time Valence Operating Company's receipt of a written request from me or said financial institution to change or cancel the same.

Request Type: ☐ New Application ☐ Request Change ☐ Request Cancellation

Owner Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Owner Number: _____ Last 4 SSN/EIN: _____

E-mail Address: _____

Routing/Transit No: _____ Account Number: _____

Financial Institution Name: _____

Financial Institution Address: _____

Financial Institution City/State: _____

Type of Account: ☐ Checking ☐ Savings

My signature below indicates that I have verified and confirmed that all information provided above is correct.

Owner Signature: _____ Date: _____

***** REQUIRED FOR SET UP *****
INCLUDE VOIDED CHECK OR LETTER FROM FINANCIAL INSTITUTION DETAILING ACH PAYMENT INSTRUCTIONS

Please return the form signed and completed with voided check to:

By Mail: Valence Operating Company
Attn: ACH Setup
600 Rockmead, Suite 200
Kingwood, Texas 77339

By E-mail: ACH@valenceoperating.com

For questions, call 832-644-6133 to leave a message. Please allow 90 days for setup to be complete.