



## Revenue Owner FAQs

### Q: What is a Division Order?

A: A Division Order is a document signed by the interest owner verifying to the purchaser or operator of a well the decimal interest of production owned by the interest owner. Also, it provides the interest owner's address and tax identification number (TIN) or social security number.

### Q: How do I change my address or name?

A:

- Address:** For your protection, address changes are only accepted in writing. You may change your address or name by printing and returning [the form](#) on the Vanguard Natural Resources Website under Owner Relations tab. Once you have completed the [form](#), please send changes to:  
Vanguard Natural Resources, Inc.  
Attn: Land Administration Department  
5847 San Felipe Street, Suite 3000  
Houston, TX 77057  
Phone: (832) 327-2235  
Fax: (832) 327-2260  
Email: [RevOwnerInquiry@vnrenergy.com](mailto:RevOwnerInquiry@vnrenergy.com)
- Name:** Please send a copy of your marriage certificate, divorce decree or certificate of merger evidencing name change to the address shown above.
  - When a company or corporation changes its name, please include the Tax ID number
  - When an Attorney in Fact is appointed, please include a copy of the recorded Power of Attorney
  - If your divorce is not finalized, please state whether payments should be suspended until the divorce proceedings are complete or whether payments should continue under your married name
  - In the event that a Trustee changes, please provide us with a copy of the trust instrument identifying the successor trustee, its duties and powers and the reason for replacing the trustee. Additionally, please provide us with the successor trustee's contact information and address.

### Q: How do I transfer my interest in a property?

A:

- Sale/ Transfer of Interest:**  
Please send certified copies of the following.
  - Recorded assignment or deed



- The document must be recorded in the county or parish where they property/ interest is located

## **2. Death of Owner:**

If an owner dies leaving a will, please send certified copies of the following:

- The Death Certificate
- The Will
- Letters Testamentary
- Order Admitting Will to Probate
- Final decree or Judgment distributing the estate

If the owner dies without a will or if the will is not probated, please send certified copies of the following:

- The Death Certificate
- The Will (if available)
- An [Affidavit of Heirship](#) recorded in the country or parish where the owner's interest is located
- A list of social security numbers and addresses for each heir

Please send all documents for the attention of Land Administration at the address listed in our Owner Relations section.

### **Q: How do I add my spouse to my account?**

A: To add your spouse to your account, you must file a deed, assignment or other instrument conveying title in the interest to your spouse in the real property records of the county or parish in which the interest is located. You must then provide Vanguard Natural Resources, Inc. with a certified copy of the recorded instrument.

### **Q: Does Vanguard offer Direct Deposit (ACH)?**

A: Yes, Vanguard Natural Resources does offer direct deposit. The Royalty [Direct Deposit Enrollment Form](#) can be found on the Vanguard Natural Resources website under Owner Relations.

### **Q: When should I expect to receive my revenue payment?**

A: Revenue payments are mailed on the 25<sup>th</sup> of each month. Please keep in mind, if the date falls on a Saturday, Sunday or National Holiday, your payment will be mailed the preceding business day. Additionally, please allow 15 business days for delivery before reporting a missing check.



**Q: Why have I not received my revenue payment?**

A: One of the most common reasons you have not received your royalty check is that your account has not reached its "minimum pay" status. Vanguard Natural Resources remits revenue to you once your account balance exceeds \$50, or at year-end, whichever comes first.

If your check is over two weeks late, please contact us at [RevOwnerInquiry@vnreenergy.com](mailto:RevOwnerInquiry@vnreenergy.com). Please include your owner number, name, and address.

**Q: What should I do if I believe my check is lost, stolen or becomes outdated?**

A:

1. If you believe your check is lost or stolen, please call owner relations at (832) 377-2243 to stop a payment from being issued.
2. Within 90 days of issue date, checks must be cashed. If your check is outdated please write "VOID" on the check and return to Vanguard Natural Resources, Inc.
3. All lost, returned or stolen checks will be reissued with the next distribution.

**Q: When should I expect to receive my Form 1099?**

A: Form 1099s are mailed by January 31<sup>st</sup> of each year. If you have not received your Form 1099 by February 15<sup>th</sup>, please contact Owner Relations by email, [RevOwnerInquiry@vnreenergy.com](mailto:RevOwnerInquiry@vnreenergy.com) or by phone, (832) 377-2243.

**Vanguard Natural Resources, Inc.**

5847 San Felipe, Suite 300 – Houston, TX 77057 – Phone (832) 327-2235 – Fax (832) 327-2260 – [www.vnreenergy.com](http://www.vnreenergy.com)