

Frequently Asked Questions

What is a Division Order?	A division order is a document confirming ownership in a particular property or unit and authorizing distribution of funds according to that information. The Division Order does not represent a sale of your property or any changes to your lease. When you sign and return the division order, you confirm that you agree with the information disclosed in the document. Division Orders are issued around the same time as first payment (no more than six months after Date of First Sale).
Where can I find my Owner Number?	Your owner number can be found on your Division Order, Check Stub and 1099 form. Each owner is assigned a unique owner number. Please provide this owner number in all communications with Newfield.
When do I get paid?	Payments are mailed or deposited electronically into your account for Mid-Continent on last day of the month. Rocky Mountain and Gulf Coast area checks are issued around the 13th-15th of the month depending on how the calendar falls.
How can I get set up with Direct Deposit?	To obtain direct deposit of royalty checks into your checking account, complete Newfield's "Direct Deposit Form" and submit a copy of a voided check or letter from bank. If you have an account change, please complete a new Direct Deposit form along with voided check copy. If you wish to terminate direct deposit, please submit in writing.
What is your Minimum Payment policy?	Newfield has a minimum payment policy of \$100. If you wish to change this amount, please submit a request in writing and include your signature.
How do I update my address?	All changes must be made in writing and contain a signature. You can utilize the Newfield "Change of Address Form" or you can submit a signed letter requesting the change.
How do I change my name on my account?	Newfield requires a copy of a Marriage Certificate or Divorce Decree to change a name on an account. For companies, we require a "Certificate of Name Change" or "Certificate of Merger" with verification of Tax ID to be used.
How do I add someone to my account?	Newfield requires a recorded transfer deed or conveyance document establishing joint tenancy/ownership.
Is my Social Security Number or Tax ID required?	If we do not have a Tax ID on file, Federal BUWH at 28% will be withheld from revenue checks and reported to the IRS.

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How do I change my Social Security Number or Tax ID?

Newfield's TIN matches all SSN/TID's with the IRS to authenticate the information we are provided. If number does not match with the IRS, we will contact the owner and may request a secondary W-9. If an owner wants to change the name and SSN/TID on the account, it cannot be done in this manner; that requires a recorded transfer/assignment of interest.

When will I receive a 1099 form?

1099 forms are mailed out annually by January 31st of each year.

Why is my 1099 more than what I received on my royalty checks?

The 1099 tax form shows your GROSS amount before taxes and other deductions as required by the IRS. The royalty checks are the NET amount after taxes and deductions.

Can I view my check statements and 1099 online?

Newfield Exploration Company partners with Oildex to provide an Owner Relations Online System where you may obtain your check remittance detail, via a secure internet website 24 hours a day, seven days a week. To sign up, please call Oildex at 1-800-318-7850. You must have your Newfield owner number when calling. Oildex will then issue you a temporary password which you will login with to complete the new user setup, creating your own login and password, as well as a security question for future correspondence.

What should I do if my check is lost, stolen or older than the 90 days listed on the check?

Lost or stolen checks prior to 90 days requires a Lost Check Affidavit to be completed by owner and notarized. If the check is older than 90 days, the check will automatically be voided and re-issued.

Can a check over six months still be cashed?

No, checks over six months are out dated and cannot be cashed. Please call our Owner Relations number at 866-415-4470 or email us at owner-relations@newfield.com.

What is the calculation used to determine my decimal interest that appears on the Division Order?

You have an ownership interest in multiunit horizontal wells. Multiunit horizontal wells are so named because the horizontal portion of the well bore (completed interval) extends through more than a single section, or unit. Ownership of each section in a multiunit well is allocated based on the proportion of the completed interval that such section bears to the total completed interval of the multiunit well. Your interest in a multiunit well is calculated based on the acreage you own in each section, divided by the total acres for each section, multiplied by your royalty rate (or ORRI, or WI) and then multiplied by the percentile of completed interval (GPI) for that section. For example, if you own five acres in a section that has 640 total acres, and 62% of the completed interval (GPI) lies in your section, and you are leased or pooled at 1/8th royalty rate, then your payment decimal would be calculated as follows: $5/640 \times .0125 = .00097656$ (Section Decimal) $\times .62$ (GPI) = $.00060547$ (Well Decimal)

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What are factors that affect my check?

- a. Shut-in for fracturing adjacent well
- b. Production decline
- c. Prior period adjustment processed by accounting
- d. Price decline
- e. Marketing revision on price structure for that well/group of wells
- f. Temporary shut-in for well work

Why does my payment differ from others in my family?

This can occur because ownership between family members may not be equal. Some family members may own interest in other properties in addition to those commonly owned. Different payments can also occur due to title issues. Thus, payments are held in suspense until the issue can be resolved.

When are royalty payments suspended?

Royalty payments may be suspended until certain conditions are satisfied. Payments can be suspended due to a missing Tax ID, insufficient address, notice of death, lack of title or documentations confirming ownership or disputes.

How can I speak to someone about my JIB statements?

Please contact Newfield's Accounts Receivable department at AR@newfield.com.

How do I report a change of ownership as a result of death?

If interest was held in Joint Tenancy, a copy of the death certificate is needed. If the interest was held individually, we will need a copy of the death certificate, probate or Affidavit of Heirship if under \$5,000 annual revenue.

How do I report a change of ownership other than death?

Newfield will need a copy of a Recorded Deed, Assignment, or Trust Documents.

How do I transfer my interest into a Trust?

If the owner is working with an attorney to establish a trust, Newfield will need full copy of recorded trust documents, W-9 and current address.

How do I change a Trustee on an account?

If there is a change in trustee, Newfield requires a legal document evidencing the appointment of a successor trustee.

How do I get an offer from Newfield on purchasing my minerals?

Submit your request in writing and list the legal description. An offer will be extended if we are interested in purchasing your mineral interest.

What information appears on my check?

On the following page is a sample check and definitions that may be helpful to understand your own check details.

Sample Check

Newfield Mid-Continent
 4 Waterway Square Place Suite 100
 The Woodlands, Texas 77380
 Owner Relations:
 281-210-3348
 866-415-4470 toll free
 owner-relations#newfield.com
 Call Center hours:
 M-Th 8:00 AM CST - 3:30 PM CST
 F 8:00 AM CST - 12:00 PM CST

JOHN DOE SMITH

Remit Number	1	Owner Number
2135404		123456 - 1
Date	2	Check Number
7/18/18		5342543

3	4	5	6	7	8	9	10	11	12	13	14	15
Lease Number Lease Name County, State Entitled Interest	Prod Date mm/yy	Product UOM Factor	MKT Volume	Price	MKT Gross	Deducts	MKT Net	Type	Payment Decimal	Owner Gross	Owner Deduct	Owner Net
359812 WELL NAME GARVIN, OK 0.00011370	01/18	N GAL	102,345	.560	62540.60	NFXMC MKT MRTG 1,563.52 MPROC 10,048.28 OKEXCS 52.49 OKEXCS 49.87 OKPROD 3,674.46	47,216.71	RI	.00011370 .00000000 .00011370 .00011370 .00011370 .00011370	7.10	0.00 1.14 0.00 0.00 0.41	5.55
359812 WELL NAME GARVIN, OK 0.00011370	01/18	O BBLs	59,386	62.384	132,490.44	TAX 9,540.12	122,972.42	RI	.00011370 .00011370	15.09	1.07	14.02
141414 OK INC TAX Withholding			0		0.00	STITWH	0.00			0.00	6.00	-6.00
										119.91	22.16	97.75

Understanding the Check Detail

- Owner Number** – An owner’s unique Newfield account identifier
- Check Number** – Check number or ACH (Direct Deposit) payment ID
- Lease Number** – Lease Name – County, State – Entitled Interest
- Production Date** – mm/yy – Month and year production was sold
- Product** – Type of product sold – (G=Gas, O=Oil, NGL=Natural Gas Liquids)
UOM=Unit of measure – (MCF=1,000 cubic feet, GAL=1 US gallon, BBL=42 US gallons)
- Marketed Volume** – The volume produced by the lessee(s) for which Newfield is remitting payment
- Price** – Price per unit of measurement (MCF, BBL, OR GAL) – calculated by dividing Gross Value by Gross Volume
- MKT Gross** – 100% volume, gross value, taxes and other deductions and net value of the product sold
- Deduction Amounts** – Deduction from price (Operator’s, Lessee’s, or Purchasers) for fees or other charges – See Deduction Codes below
- MKT Net** – Owner’s volume, gross value, taxes and other deductions and net value of the product sold
- Interest Type** – (RI=Royalty Interest, RIFP – Royalty Interest Force Pooled, WI – Working Interest, ORI-Overriding Royalty Interest, NPRI – Non-Participating Royalty Interest)
- Payment Decimal** – Owner’s decimal interest in the well - (may differ from the owner’s division order due to marketing elections and product balancing)
- Owner Gross** – Owner’s share of gross value from the property prior to any deductions
- Owner Deduct** – Owner’s share of deductions
- Owner Net** – Total payment to owner minus deductions and taxes

Newfield Deduction Codes

ADVTAX – Advalorem Tax	GRAV-O – Gravity Adjustment for Oil	OKERRF – Energy Resources Revolving Fund
CBTPHA – Thru Put Higher Rate – Addition	MFL – Fuel/Shrinkage or Line Loss Deduction	OKMARG – Marginal Well Fee
CBTPHD – Thru Put Higher Rate – Deduction	MKTG – Marketing Fee Charged to Mid-Con WI Owners – 2.5%	OKPROD/TAX – Production Tax
CBTPLA – Thru Put Lower Rate – Addition	MLV/RMTRAN/TRAN/TRAO – Transportation Deduction	TREAT – Treating Fee
CBTPLD – Thru Put Lower Rate – Deduction	MPPR/RMPROC/PROC – Processing Deduction	STITWH – Non-Resident State Income Tax Withholding
COMP/MCM – Compression Deduction	MPROC – Payor Remitted Processing Charge	UTECBX – Severance Tax for Central Basin
CONTAX – Conservation Tax	MTRFL – Treating Fuel Deduction	UTETAX – Tribal Severance Tax
DEHY/MDH – Dehydration/Separation Deduction	MTT – Treating/Separation Deduction	UTETRA – Thru Put Addition
GATH/RMGATH/MGT – Gas Gathering Deduction	OKEXCS – Excise Tax	UTETRN – Thru Put Charges
GATH-O – Oil Gathering Deduction		