

Q: Is there a minimum dollar amount before a check is issued?

A: Checks are mailed monthly when accruals to your account equal \$50.00 or more. Each year (October) payments are made for all accumulated sums regardless of the amount.

Q: When will checks be mailed this month?

A: If your account meets the \$50 minimum, we issue payments prior to the last day of each month. If you have not received your payment by the 15th of the following month, please contact us for more information. For faster receipt of funds, consider enrolling your account in direct deposit by completing the form linked in these FAQs.

Q: Does Jetta Operating Company, Inc. offer Direct Deposit (Electronic Funds Transfer)?

A: Yes. If you would like to receive your royalty payments via direct deposit, please print and fill out the Jetta Operating Direct Deposit form or the Jetta Operating Appalachia Direct Deposit form on our website and mail it to the address on the form. Please contact Treasury@JettaOperating.com with any questions.

Q: If I need to contact Jetta by phone or e-mail, what information would be helpful to process my inquiry?

A: The owner's name and owner number would be most helpful. If you cannot locate your owner number, your social security number and/or tax identification number would help identify your account.

Q: How do I change my address?

A: Please complete the Change of Address Form on our website and return according to the instructions on the form. For your protection, this notice must be signed by you or your appointed agent.

Q: What are some of the more common interest types shown on the remittance advice and what do they mean?

A: WI - Working Interest: the operating interest under an oil and gas lease. The owner of the working interest has the exclusive right to exploit the minerals on the land. RI - Royalty Interest: the owner of a royalty interest is entitled to a share of production when there is production. OR - Overriding Royalty Interest: an interest in oil and gas produced in addition to the landowner's royalty.

Q: Can Jetta withhold federal and/or state tax on my behalf?

A: Jetta only withholds federal and/or state tax when required by the particular state or at the instruction of the IRS.

Q: How do I change my name in the event of a marriage or divorce?

A: Please provide Jetta Operating with a copy of your marriage license and/or divorce decree.

Q: What information should I provide if I put my interest into a trust?

A: Please provide Jetta Operating with copies of the trust document and the conveyance document from the current owner of record into the trust, as well as correct mailing address and tax identification number for the trust.

Q: How do I notify Jetta of a change in trustee?

A: If not previously provided, please provide a copy of the trust document along with documentation of the appointment of the substitute trustee.

Q: What should I do when the owner of record passes away?

A: If the deceased party left a will which is being probated, provide Jetta with a copy of the will and letters testamentary. If the estate is not probated, provide Jetta with a copy of the death certificate and an Affidavit of Heirship. Our Division Order Department will contact you if additional documentation is needed.

Q: What should I do if I acquire ownership to a working interest, royalty, or override?

A: Please provide an assignment or deed of conveyance that has been recorded in the county and state where the property is located. Also, provide Jetta with your mailing address, social security or Tax ID number.

Q: What information should be provided if a company or corporation changes its name?

A: Please provide a copy of the Certificate of Name Change, including the new Tax ID.

Q: What information should be furnished if a company or corporation's name changes due to a merger?

A: Please provide a copy of the Certificate of Merger that has been properly recorded in the county and state where the company's properties and/or minerals are located. Please provide the new Tax I.D. number.