

Filing a 320-A (Request for Assignment of Production Unit Number)

From the Gross Production System Main Menu page, select **New Registration (320-A Form)** found on the left side of the screen. Fill out all informational fields as necessary—required fields are marked with an *.

Operator Information (Exhibit 8)

- Enter the **SSN/FEIN**—no spaces or dashes are required.
- After entering the **Operator Number** tab to the **Operator Name** field, the system will populate the company information automatically.
- If the mailing address is incorrect, enter the correct one at this time. Be sure to check the **Yes** button in Part G.
- Enter business phone number.

EXHIBIT 8

PART I: OPERATOR INFORMATION	
A	*FEIN/SSN <input type="text" value="888888888"/> (999999999)
B	*Operator Number <input type="text" value="88888"/> (99999)
C	*Operator Name <input type="text" value="Oklahoma Tax Commission"/>
D	DBA Name <input type="text"/>
E	*Mailing Address <input type="text" value="2501 N Lincoln Blvd"/>
F	*City <input type="text" value="Oklahoma City"/> *State <input type="text" value="Oklahoma"/> *Zip <input type="text" value="73194"/>
G	Is this a new Address? Yes <input type="radio"/> No <input checked="" type="radio"/>
H	*Business Phone <input type="text" value="405-522-0000"/> ((999)-999-9999)

Lease and Product Information (Exhibit 9)

- **Total Lease Acreage** must equal total acreage in **Lease Legal Description**. (This is validated against entry in Lease Legal Description.)
- Additional **Lease Legal Description** rows may be created by clicking on the **Add** button.

EXHIBIT 9

PART II: LEASE AND PRODUCT INFORMATION															
1	*Lease Name <input type="text"/>														
2	Well Name/Number <input type="text"/>														
3	*County Name <input type="text" value="Select a county"/> % <input type="text"/> County Name <input type="text" value="Select a county"/> % <input type="text"/>														
4	*Total Lease Acreage <input type="text"/>														
5	*Lease legal description (Click "Add" button for addition rows) <table border="1"><thead><tr><th>Quarter4</th><th>Quarter3</th><th>Quarter2</th><th>Quarter1</th><th>Section</th><th>Township</th><th>Range</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table> <div>Add</div>	Quarter4	Quarter3	Quarter2	Quarter1	Section	Township	Range	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Quarter4	Quarter3	Quarter2	Quarter1	Section	Township	Range									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>									
Comments: <input type="text"/>															
6	*API Number(XXX-XXXXX) <input type="text"/>														
7	*Well Classification <input type="radio"/> Oil <input type="radio"/> Gas														
8	*Producing Formation(s) <input type="text"/>														
9	*Is/are Formation(s) Spaced? <input type="radio"/> Yes <input checked="" type="radio"/> No (If Yes, complete a., b., and c. below)														