

Filing a 320-C (Gross Production Request for Change)

From the Gross Production System Main Menu page (Exhibit 7), select **Registration Change (320-C Form)** found on the left side of the screen. Fill out all informational fields as necessary—required fields are marked with an *.

Part I: Operator Information (Exhibit 16)

- Select **Operator** or **Interest Owner**
- Enter the **SSN/FEIN**—no spaces or dashes are required.
- After entering **Operator/Interest Owner Number** (if no interest owner number exists enter 99999) tab to the **Operator/Interest Owner** name field.
- If **Operator/Interest Owner Number** exists, **Operator Name** and **mailing address** will automatically populate. If not, manual entry of the company information will be necessary.
- 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 16

PART I: OPERATOR INFORMATION

A Check one ☒ Operator ☐ Interest Owner

B *FEIN/SSN 888888888 (999999999)

C *Operator/Interest Owner Number 88888 (99999)

D *Name of Operator/Interest Owner Oklahoma Tax Commission

E *Mailing Address 2501 N Lincoln Blvd

F *City Oklahoma City *State Oklahoma *Zip 73194

G Is this a new Address? Yes ☐ No ☒

H *Business Phone 405-522-0000 ((999)-999-9999)

Part II: Production Unit Number/Well Name (Exhibit 17)

- **Production Unit Number (PUN)** must be entered in full, with hyphens as in the example pictured below.
- Click on the **magnifying glass (PUN lookup)** at the right of the **PUN** field to look up PUN information. PUN information will populate automatically. **Letter C** requires one check box to be selected for completion of this section.

EXHIBIT 17

099-999999-0-0000

PART II: PRODUCTION UNIT NUMBER/WELL NAME

A *Production Unit Number(xxxx-xxxxxx-x-xxxx) 099-999999-0-0000

B *Lease Name TAX COMMISSION *Well Name #1,4,5

*Check appropriate box and complete Section IV

C

- ☐ Cancel product code(s)
- ☐ Cancel production unit number(explain in reasons below, Part V, section B)
- ☐ Change of operator - Complete sections three and four. Is this a change of ownership of equipment? Yes ☐ No ☒
- ☐ Cancel or add purchaser
- ☐ Change of producing formation/legal description

D *Name of formation RED FORK,CHESTER,MISS Spacing order

E Lease legal description (Click "Add" button for addition rows)

Quarter4	Quarter3	Quarter2	Quarter1	Section	Township	Range
			ALL	11	19N	11W

Add New Lease

Screen shot illustrates how information is filled in once the magnifying glass has been selected