

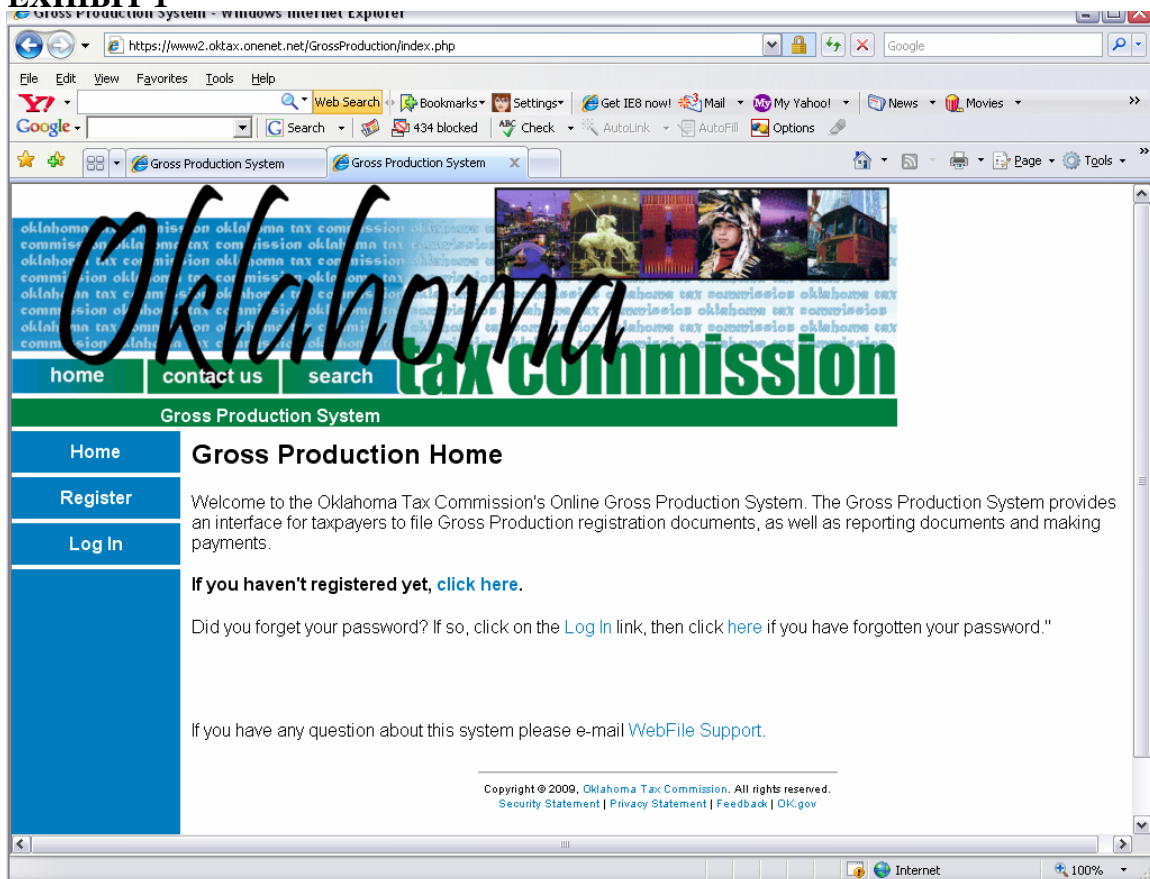
Oklahoma Tax Commission

Gross Production Registration System

Instructional Packet

Within this packet you will find information regarding system registration, instructions for filing the 320-A and 320-C, along with screen shots of the system. If at any time during the registration process a user should need assistance, please contact the OTC Webfile Support group at webfile@tax.ok.gov. Once registered, if assistance is needed, please call the OTC's Taxpayer Assistance Division at (405) 521-3674.

EXHIBIT 1



Registration and Initial Login Instructions

Prior to using the system for the first time, each user will need to register and create a unique login ID and password. By creating this information a user will be granted access to the online system. Follow these steps to create a login ID and receive a temporary password:

Registration (Exhibit 2)

- From the OTC website homepage at www.tax.ok.gov, select “**Online Services**” from the menu on the left. From there, select the “**Gross Production System**” link. Once you enter the system, click on “**Register**” found in the menu on the left.
- Fill out all informational fields—required fields are marked with an *.
- Click on the **Submit** button when finished with filling out the form. The next screen will show you successfully registered (Exhibit 3).
- Within approximately 30 minutes the user will receive an email with the login ID and a temporary password. (Exhibit 4)

EXHIBIT 2

Fields denoted with an asterisk (*) are required.

Desired Customer ID *	<input type="text"/>
Email *	<input type="text"/>
Email Confirmation *	<input type="text"/>
First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	<input type="text"/>
Address 1 *	<input type="text"/>
Address 2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Zip Code *	<input type="text"/>
Telephone *	<input type="text"/> (e.g. 405-555-1212)
Extension	<input type="text"/>

EXHIBIT 3



EXHIBIT 4



Login (Exhibit 5)

- To login, select “**Log In**” found on the menu on the left side of the screen of the Gross Production System.
- When prompted enter the **Customer ID** that was created during registration.
- Enter the temporary password received via the registration confirmation email from the OTC in the **Current Password** box.

EXHIBIT 5

The screenshot shows a web browser window titled "Gross Production System - Microsoft Internet Explorer provided by Oklahoma Tax Commission". The address bar shows the URL "https://www2.oktax.onenet.net/GrossProduction/menu.php". The page features a header with the Oklahoma Tax Commission logo and navigation links: "home", "contact us", and "search". Below the header, the text "Gross Production System" is displayed. On the left, a blue box prompts the user to "Please log in to the Gross Production System to continue". On the right, a "System Login" form is shown with fields for "Customer ID:" and "Password:", followed by an "OK" button.

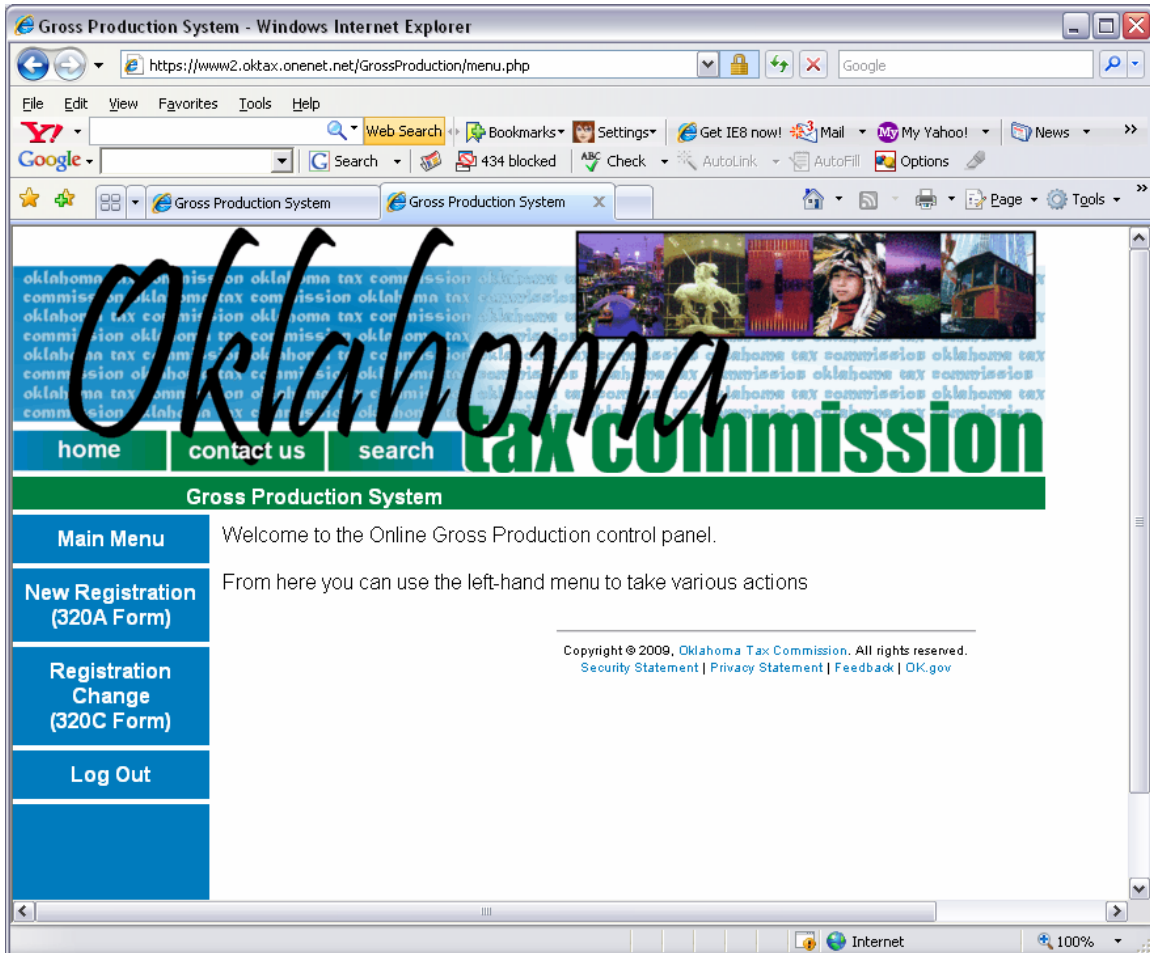
- At the time of a user’s initial login, a box will pop-up prompting the user to change his current password and enter a **Password Hint**. (Exhibit 6)
- Select a new password and enter it in the **New Password** box. (Note: Passwords may be up to 20 characters in length and may be a combination of alpha and numeric characters.)
- Click on the **OK** button when finished filling out the Change Password form.

EXHIBIT 6

The screenshot shows the "Please Change Your Password to Continue" form. The form includes fields for "Customer ID:" (with a placeholder "CustomerIDName"), "Current Password:" (with a masked input "*****"), "New Password:", "Retype New Password:", and "Enter Password Hint:". There are "Clear" and "OK" buttons at the bottom of the form. The background of the page shows the Oklahoma Tax Commission logo and navigation links.

Users are now ready to begin a session. (Exhibit 7)

EXHIBIT 7



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> <input type="button" value="Add"/>	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)														

- If formation is Spaced, check **Yes** on line 9. **Spaced Acreage** and **Spacing Order Number** are required. If issued, provide the **Increased Density Order Number** (Exhibit 10).

EXHIBIT 10

9 *Is/are Formation(s) Spaced? ☒ Yes ☐ No (If Yes, complete a., b., and c. below)

a. *Spaced Acreage and legal description:

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"/>
Add New Space Lease						

b. *Spacing Order Number c. *Increased Density Order Number

- Additional **Spaced Acreage** rows may be created by clicking on the **Add New Space Lease** button.

Product Information (Exhibit 11)

- To file this form a minimum of one row of **Product Information** is required.
- To select a product code click on the drop down menu box under item a. '**Product Code**'. Tab over and complete the **Purchase Number** field.
- The **Purchaser Name** will then be pre-filled from **Purchaser Number** information. Tab over and enter Tax Remitter number. Then tab to First Sale field. Select the date by clicking on the calendar icon to the right of the field, or manually entering the date in the field. Date format should be mm/dd/yyyy.
- Additional **Product Information** entries may be created by clicking on the **Add New** button.

EXHIBIT 11

10: PRODUCT INFORMATION

*Obtain production code number from general instructions or specific instructions on reverse and list purchasers you will be selling to)

a. Product Code	b. Purchaser Number	c. Purchaser Name	d. Tax Remitter Number	e. First Sale(mm/dd/yyyy not more than 6 weeks from today)
1-Oil <input type="text"/>	99999 <input type="text"/>	Oklahoma Tax Commission	99999 <input type="text"/>	03/01/2009 <input type="text"/>
5-Gas <input type="text"/>	99999 <input type="text"/>	Oklahoma Tax Commission	99999 <input type="text"/>	03/01/2009 <input type="text"/>
Select one <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add New

Operator Approval Request (Exhibit 12)

- If operator or interest owner requests to remit production taxes, please provide reason.

EXHIBIT 12

11 Oklahoma law (O.S. 68, Sec 1009d) requires the first purchaser to remit the tax. OTC approval must be obtained before a operator may report and remit production taxes. If operator approval is requested, please provide reason.

Upon completion of the 320-A, please review form entries for any errors. When you have verified form entries and are ready to transmit the information click on **Submit**.

Review, Signature and Confirmation (Exhibits 13-14)

- If errors are detected upon submission of the 320-A, the user will see a message displayed with a description of the error(s). (Exhibit 13)
- The review and confirmation page allows the user the opportunity to view data prior to final submission. Information that is incorrectly entered should be corrected at this time by selecting the **Edit Data** button at the bottom of the page.
- Once reviewed and errors are corrected, the user will check the box “**I confirm the above information is correct**” (Exhibit 14), enter the **user password** (which acts as your signature) and click the ‘**Submit**’ button.

EXHIBIT 13

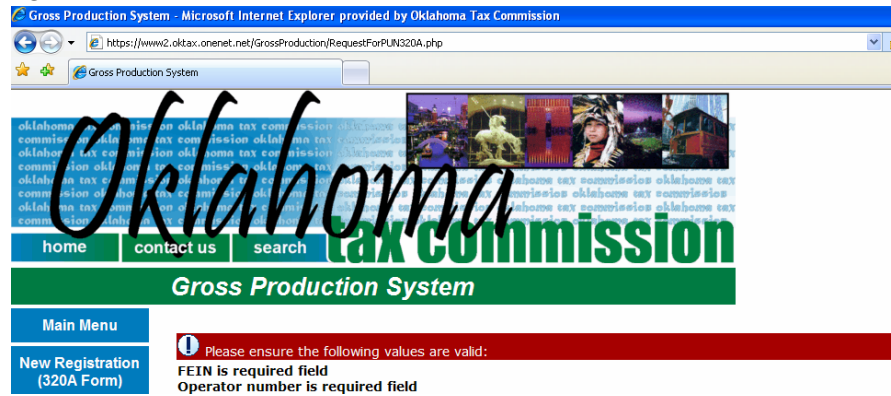
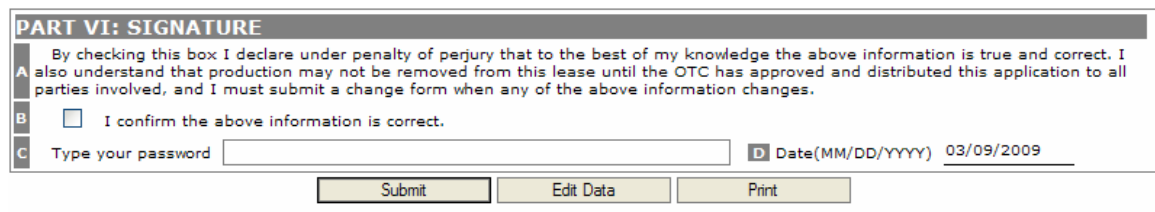
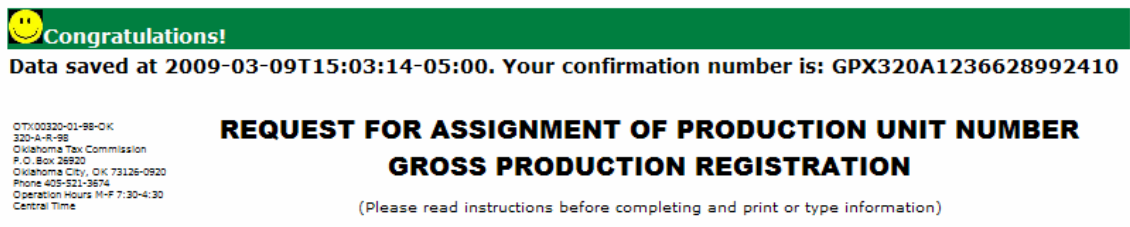


EXHIBIT 14



Upon successful transmission of the 320-A, a **confirmation number** will generate (Exhibit 15). It is suggested that you print a hard copy of the confirmation page for your records. (Alternatively, users with image writer systems installed can use this to print to file.).

EXHIBIT 15



- **Upon final OTC approval, you will receive your PUN (Production Unit Number) in the same manner as you do today.**

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

Part III: Change of Operator Information (Exhibit 18)

- **Former Operator number** is required if user selects **Change of Operator** in Part II, Letter C. Enter the **Former Operator number** in **Box A**. The **Former Operator Name** will automatically populate in **Box B**.
- Select the effective date of the change information by clicking on the calendar icon to the right of the **Effective Date** field, or manually entering. Date format should be mm/dd/yyyy.

EXHIBIT 18

PART III:		
A	Former Op #	99999
B	Former Operator Name	Oklahoma Tax Commission
C	Effective Date	03/02/2009

Part IV: Production and Purchaser Change Information (Exhibit 19)

- Purchaser information will automatically populate from using the PUN lookup in Part II, Box A.

EXHIBIT 19

PART IV: PRODUCTION AND PURCHASER CHANGE INFORMATION									
(Obtain production code number from general instructions or specific instructions on reverse and list purchasers you will be selling to)									
A	B	C	D/E			F Tax Remitter			G
Product Code	Purchaser Number	Purchaser Name	No Change	Add	Cancel	Purchaser	Interest Owner	Operator	Effective Date (mm/dd/yyyy)
1-Oil	11111	Oklahoma Tax Commission	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5-Gas	22222	Oklahoma Tax Commission	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5-Gas	33333	Oklahoma Tax Commission	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

[Add New](#)

If no changes are being made to the purchaser's information effective date is NOT required

- To enter additional Purchasers select the **Add New** button.
- Enter required information for the **Product Code** and **Purchaser Number**.
- The **Purchaser Name** will automatically fill in from **Purchaser Number** information.
- Select the type of change for the Purchaser (**Add** or **Cancel**)
- Select the **Tax Remitter Type** (**Purchaser**, **Interest Owner** or **Operator**)
- Enter the **Effective Date** by either selecting the date from the calendar or entering it manually (mm/dd/yyyy)

Part V: Request for Remittance of Production Taxes (Exhibit 20)

- If operator or interest owner requests to remit production taxes, please provide reason in **Box A**.
- If request for change is for cancellation or suspension provide reason in **Box B**.
- Enter the **Effective Date** by either selecting the date from the calendar or entering it manually (mm/dd/yyyy) in **Box C**.
- **Box D** provides the requestor with space for any additional comments.

EXHIBIT 20

PART V:	
A	If operator or interest owner requests to remit production taxes, please provide reason <input type="text"/>
B	Reason for cancel or suspension <input type="text"/> <input type="button" value="C"/> Effective Date (MM/DD/YYYY) <input type="text"/>
D	Comments <input type="text"/>

- After all changes in information have been performed click the '**Submit**' button.

Review and Confirmation Page:


- The review and confirmation page allows the user the opportunity to view data prior to final submission. Information that is incorrectly entered should be corrected at this time by selecting the **Edit Data** button at the bottom of the page.
- Once reviewed and any errors are corrected, the user will check the box "**I confirm the above information is correct**" (Exhibit 21), enter the **user password** (which acts as your signature) and click the '**Submit**' button.

EXHIBIT 21

PART VI: SIGNATURE	
By checking this box I declare under penalty of perjury that to the best of my knowledge the above information is true and correct. I also understand that production may not be removed from this lease until the OTC has approved and distributed this application to all parties involved, and I must submit a change form when any of the above information changes.	
B	<input type="checkbox"/> I confirm the above information is correct.
C	Type your password <input type="text"/> <input type="button" value="D"/> Date 03/20/2009

- Upon successful completion and transmission of the 320-C, a **confirmation number** will generate (Exhibit 22). It is suggest that you print a hard copy of the confirmation page for your records. (Alternatively, users with image writer systems installed can use this to print to file.)

EXHIBIT 22

 **Congratulations!**

Data saved at 2009-03-10T09:57:51-05:00. Your confirmation number is: GPX320C1236697069410

OTW00321C-08-99-OK 320-C-R-8-1999
Oklahoma Tax Commission
P.O. Box 26920
Oklahoma City, OK 73126-0920
Phone 405-521-3674
Operation Hours M-F 7:30-4:30 Central Time

GROSS PRODUCTION REQUEST FOR CHANGE
(Please read instructions before completing and print or type information)

- **Upon final OTC approval, changes will be made to the PUN (Production Unit Number). You will receive notification in the same manner you do today.**