

# INSTRUCTIONS FOR MTD FORM 3: WELL STATUS NOTIFICATION AND GROUPING REQUEST

Complete for each well whenever there is a new well, a change in the well operator, or a change in well status. Complete this form to request reporting group assignment for each well.

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## Section 1: Taxpayer Information

**Company Name** - Enter the name of the company filing this report. For change of well status, new well, and group reassignment, the operator is required to file this report. For change of operator, both the previous operator and the new operator are required to file this report. To register as a take in-kind interest owner on a group, the take in-kind interest owner can file this report.

**Contact Person** - Enter the name of the person who can answer questions about this report.

**Mailing Address** - Enter your complete mailing address.

**Phone Number** - Enter the contact person's phone number.

**Operator ID Number** - Enter the four digit operator ID Number assigned to you by the Wyoming Oil and Gas Conservation Commission. (Companies that only take in-kind in Wyoming will have a number assigned by the Mineral Tax Division.)

## Section 2: Purpose of Report

**A. Change of Operator** - Mark this box to report a change in operator. You must complete sections 1, 2, 3, 4, 5 and 6.

**B. Change of Well Status** - Mark this box to report a change in well status. (For example: from "producing" to "shut in"). You must complete sections 1, 2, 3, 4 and 5.

**C. New Well - New Group** - Mark this box to report a new well and a new group number for that well. You must complete sections 1, 2 and 3.

**D. New Well - Addition to Existing Group** - Mark this box to report a new well and to request its addition to an existing group. You must complete sections 1, 2, 3 and 4.

**E. Existing Well Group Reassignment** - Mark this box to request that a well be reassigned from its existing group to a new group number. You must complete sections 1, 2, 3 and 4.

## Section 3: Well Description

Enter the complete API (American Petroleum Institute) Number for the well. Contact the Wyoming Oil and Gas Conservation Commission (WOGCC) at (307) 234-7147 if you do not know the API number of the well you are reporting. You can also visit the WOGCC web site at <http://wogcc.state.wy.us/>

Include the complete legal description of the well. Identify the type of exempt royalty on the well, if any. Indicate whether the well is an oil well or a gas well and include the initial production date of the well.

**Section 4: Group Assignment**

Group numbers are assigned by the Mineral Tax Division to allow group reporting on a lease or unit basis. Any grouping request by other than a lease or unit basis must have prior written approval from the Mineral Tax Division. Group reassignment requests must be accompanied by a written explanation for the request. Approved group reassignments take effect on January 1 of the following year. Take in-kind interest owners complete the effective date you will begin taking production in-kind, and identify the severance product code(s) of the product(s) you will be taking.

**Section 5: Well Status**

Enter the well status and the effective date of that status. Use the abbreviations as displayed on the form. Notification of well status changes must be filed immediately.

**Section 6: Change of Operator**

Change of operator notification must be filed by the new operator and the previous operator immediately. Enter the complete name, address, and Operator ID of the new operator and the previous operator. Enter the Effective Date that the new operator begins reporting to the Wyoming Oil and Gas Conservation Commission. This date will be the date that liability for mineral taxes will begin for the new operator.

File completed and signed forms with:

Wyoming Department of Revenue  
Mineral Tax Division  
122 W. 25th Street  
Cheyenne, WY 82002-0110

## WELL STATUS NOTIFICATION AND GROUPING REQUEST

Complete for each well whenever there is a new well, a change in the well operator, or a change in well status. Complete this form to request reporting group assignment for each well.

Section 1: Taxpayer Information		
Company Name: _____		
Contact Person: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Phone Number: _____	Operator ID Number: _____	

Section 2: Purpose of Report		
<input type="checkbox"/> A. Change of Operator	Complete Sections	1, 2, 3, 4, 5, 6
<input type="checkbox"/> B. Change of Well Status	Complete Sections	1, 2, 3, 4, 5
<input type="checkbox"/> C. New Well - New Group	Complete Sections	1, 2, 3
<input type="checkbox"/> D. New Well - Addition to Existing Group	Complete Sections	1, 2, 3, 4
<input type="checkbox"/> E. Existing Well Group Reassignment	Complete Sections	1, 2, 3, 4
<input type="checkbox"/> F. Register as a Take in-kind interest owner	Complete Sections	1, 2, 3, 4

Section 3: Well Description						
Complete API # (as assigned by the Oil and Gas Conservation Commission) <u>  0  </u> <u>  4  </u> <u>  9  </u> _____						
	State	County	Well	Side Track	Reservoir	
Legal Description: Lot & Tract	_____ 1/4	_____ 1/4	_____ Sec	_____ Twn	_____ Rng	_____
Well Name: _____			Field Name: _____			
Exempt Royalty: Federal		_____ State	_____ Tribal	_____ None		
Well Type: Oil		_____ Gas	Initial Production Date: _____			

Section 4: Group Assignment	
<b>Current Group Number</b> (as assigned by the Mineral Tax Division): _____	
New Requested Group Assignment (reassignment requests only): _____	
Take In-Kind Interest Owners -	Effective Date: _____ Product(s) Taken: _____

Section 5: Well Status	
Well Status: _____	Effective Date: _____
AI - Active Injection    PR - Producing    SI - Shut In PA - Plugged & Abandoned    TA - Temporarily Abandoned	

Section 6: Change of Operator	
New Operator	Previous Operator
Name: _____	Name: _____
Contact: _____	Contact: _____
Addr: _____	Addr: _____
_____	_____
Operator ID: _____	Operator ID: _____
New Operator Effective Date (per Wyoming Oil & Gas): _____	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Return To: Wyoming Department of Revenue - Mineral Tax Division - 122 W 25th Street - Cheyenne, WY 82002-0110**