

INSTRUCTIONS for Form MMS-4425

Mandatory items are in **bold** print.

1. **MMS Lease Number** - is a 10-digit number that MMS converts from the BLM or OMM assigned lease number, i.e., BLM lease number NM-12345 converts to MMS lease number 030-12345-0.
2. **OMM/BLM Agency Assigned Lease Number** - an alpha-numeric number assigned to any contract or agreement issued or approved by the U.S. under a mineral leasing law that authorizes exploration for, extraction of, or removal of oil and gas.
3. **Product Code** - is a 2-digit code assigned to a product description as follows:
(01) Oil (02) Condensate (03) Processed Gas (04) Unprocessed Gas (07) Gas Plant Products (25) Geothermal (99) Other
4. **Responsibility Type** - check box if you are authorizing payment for rent, minimum royalty, royalty or all of the above.
5. **Effective Date** - The effective date of the designation.
6. **Termination Date** - The termination date of the designation.

Information under *lessee block*:

7. **Payor Code** - a 5-digit code assigned to the lessee who assumes an obligation to report and remit rental or royalty due on the lease.
8. **Tax Identification Number** - a 9-digit number that is your social security number (SSN) or employer identification number (EIN).
9. **Lessee Name, Address, Telephone, and if available, Email address and Fax Number** - please print or type.

Information under *designee block*:

10. **Payor Code** - a 5-digit code assigned to the designee who assumes an obligation to report and remit rental or royalty due on the lease.
11. **Tax Identification Number** - a 9-digit number that is your social security number (SSN) or employer identification number (EIN).
12. **Name, Address, Telephone Number, and if available, Email Address and Fax Number** - please print or type.
13. **Check the box(es) if you are lessee or record and/or operating rights owner on this lease.**
14. **Signature** - as lessee of record or operating rights owner, and date of signing.

Paperwork Reduction Act of 1995 (PRA) Statement: The PRA (44 U.S.C. 3501 *et seq.*) requires us to inform you that we collect this information to identify who is responsible for making royalty and related payments on Federal leases. The Federal Oil and Gas Royalty Simplification and Fairness Act of 1996 (Public Law 104-185) clearly establishes the owners of operating rights and/or lease record title as responsible for making royalty and related payments on a Federal lease. The MMS uses the information payors provide, regarding the lessees on whose behalf they are paying, to determine if we need to inform those lessees that they must certify to MMS in writing their respective payors as their designees. Responses are mandatory (43 U.S.C. 1334). Proprietary information is protected in accordance with standards established by the Federal Oil and Gas Royalty Management Act of 1982 (30 U.S.C. 1733), the Freedom of Information Act [5 U.S.C. 552(b)(4)], and the Department regulations (43 CFR 2). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. Public reporting burden for this form is estimated to average 45 minutes per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of this form to the Information Collection Clearance Officer, Minerals Management Service, Mail Stop 4230, 1849 C Street, NW., Washington, DC 20240.