

Missing or Lost Check Request

Royalty checks are printed on or around the 25th day of each month. Once the checks have been printed, it takes another 2-3 days for them to be mailed.

IF YOU FEEL THE CHECK HAS BEEN COMPROMISED OR STOLEN, PLEASE EMAIL OWNERRELATIONS@VALENCEOPERATING.COM IMMEDIATELY SO WE CAN CANCEL THE CHECK!

Replacement check request procedure:

1. Wait until the **20th** day of the following month before reporting the missing check to our office.
2. The funds will be reissued to the owner during the next monthly checkrun to get the amount redistributed on top of current production in the account. **We do not issue replacements checks between monthly checkwrites.**
3. If it is determined that the check has been cashed and/or presented for payment by a party other than the owner, then the bank or other financial institution that cashed the check without benefit of proper legal identification, will be held responsible for reimbursing the actual owner for any funds paid in error.

Information required to process your request:

Your full name: _____

Mailing address: _____

City, State, Zip: _____

SSN / Tax ID: _____

Phone (Home / Office): _____

Phone (Cell): _____

Email: _____

Owner Number: _____

Date: _____

Mail this completed form to:

Valence Operating Company
Attn: Division Order Department
600 Rockmead Dr., Suite 200
Kingwood TX 77339