



DIVISION ORDER INSTRUCTION SHEET

The enclosed Division Order represents your share of the production proceeds received by Amplify Energy (hereinafter referred to as "Company") from the referenced well and the name and address to which payments will be made. **PLEASE RETURN ONE FULLY EXECUTED COPY AT YOUR EARLIEST CONVENIENCE AND RETAIN THE OTHER COPY FOR YOUR RECORDS.**

SIGNATURES

- Please sign exactly as shown on the Division Order. If your signature is different, please provide legal documentation evidencing said name change.
- Signatures by Agents, Attorneys-in-Fact, Guardians or Trustees must be accompanied by a copy of the recorded documents evidencing the rights vested in the signatory party.
- In the event of multiple trustees/executors, all signatures are required unless documentation is provided evidencing authority to sign on behalf of all parties.
- Companies, Corporations or Partnerships must be executed by an authorized official with the name and title of the signing party printed beneath the signature.
- The Division Order does not need to be notarized.

TAXPAYER IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER

Include your Social Security Number or Tax Identification Number in the space provided next to your signature. **Failure to furnish your Social Security Number or Tax Identification Number will result in withholding tax in accordance with Section 3406 of the Internal Revenue Service federal law, and any tax withheld will not be refundable by Company.**

ADDRESS AND TITLE CHANGES

- Please note any change of address directly on the executed Division Order form.
- Any subsequent address changes or changes in title must be submitted in writing either by mail, fax or email. You must sign your request for change and include your owner number (as provided on this Division Order, social security or tax identification number, old address, new address and telephone number.
- Please also provide a phone number and an alternate contact (i.e.: cell phone number, work number and/or email address).
- Transfer of interest may result in a temporary suspension of funds pending receipt of recorded instrument evidencing said transfer.

PAYMENTS

- Company's revenue distribution checks will be mailed on or before the last day of each month.
- Checks must be cashed within 90 days of issue date. If your check is outdated, please write VOID across the check and return to Company for reissue with next disbursement.
- Our policy is to remit checks monthly when account reaches \$100.00, or October 30th of each calendar year; whichever occurs first. Upon written request, this \$100.00 can be further reduced (\$50 or \$25).
- Company offers a direct deposit option and this can be requested by filling out a Royalty Direct Deposit Enrollment Form which can be found on the company's website www.amplifyenergy.com.

CONTACT US

The following information found on the division order form will assist us in serving you:

- Owner Name and Owner Number
- Property Name and Property Number
- County Parish and State where Property is located
- Nature of your inquiry
- Telephone Number with area code

Amplify Energy Corp
500 Dallas Street, Suite 1700
Houston, Texas 77002
Attn: Land Administration Department

Email: royalty@amplifyenergy.com
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