

## Frequently Asked Questions

**1. Can I set up direct deposit for my payments?**

Yes, you may select to receive your payments via an electronic funds transfer (EFT). EFT payments are only available for U.S. accounts. You must complete [Chaparral's direct deposit form](#) to enroll. You should know if you elect to receive EFT payments, your payment details will no longer be mailed to you. Details can, however, be accessed through the appropriate Owner Relations portal.

**2. How often will I receive a payment?**

Chaparral makes revenue payments on or about the twenty seventh of each month. If your account has reached the minimum pay status of \$100, or if requested in writing \$25, you will receive a payment at that time. If you have not received your payment by the twentieth of the following month, you should call 405-478-8770 Monday through Thursday, 7:30 a.m. to 5:30 p.m. or Friday 8:00 a.m. to 12:00 p.m. and ask for Owner Relations.

In the event your account does not reach the account minimum, Chaparral will release revenue proceeds annually which total \$10 or more during the month of June. This is the only time of the year during which minimum pay requirements do not apply.

**3. What are stale dated checks?**

Chaparral's revenue checks are not negotiable after 180 days. Checks issued more than 180 days from the current date are considered stale dated. These checks cannot be cashed and must be reissued. If you need to have a check reissued, you should call 405-478-8770 Monday through Thursday, 7:30 a.m. to 5:30 p.m. or Friday 8:00 a.m. to 12:00 p.m. and ask for Owner Relations.

**4. Why does Chaparral need my Social Security or tax ID number?**

The Internal Revenue Service (IRS) requires companies to withhold 24% of all revenues (30% for foreign residents) until a recipient's Social Security or tax ID number is provided. You can supply this information by completing a W-9 form and mailing it to:

Chaparral Energy  
Attn: Division Orders  
701 Cedar Lake Blvd.  
Oklahoma City, OK 73114

**5. How do I notify Chaparral of a change of address?**

To update your mailing address, simply download and complete Chaparral's change of address form ([link to pdf](#)) and mail it to Chaparral Energy Attn: Division Orders 701 Cedar Lake Blvd. Oklahoma City, OK 73114. Chaparral **cannot** process a change of address over the phone.

**6. How do I alert Chaparral of a change in mineral ownership?**

A change in mineral ownership can occur through a variety of scenarios, with each requiring its own set of documentation. You should call 405-478-8770 Monday through Thursday 7:30 a.m. to 5:30 p.m. Central and Friday 8:00 a.m. to 12:00 p.m. if you have questions regarding how to complete a change in mineral ownership.