Updated 04/30/03

<div align="center">

**Form MMS-2014 Reporting Requirements - CSV Format**
**Effective October 1, 2001**

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Comma Separated Value (CSV) files are first created in an Excel spreadsheet, then saved as a CSV file type. All data entry is done in the Excel spreadsheet. Once a CSV file is saved, you will have two files - one with an extension of .xls, the other with .csv. **NEVER re-open or double-click the .csv file in Excel!** Always make your corrections in your original Excel file, then resave it to a CSV file. If you need to view the CSV file, view it in a word processor, such as WordPad. If you open the .csv file in Excel, you will lose ALL of the formatting from the Excel file. If you need assistance or sample files, please contact Ms. Georgia DeLong at 303-231-3687 or 1-800-525-0309 ext. 3687.

**A. Format Requirements:**

All record fields must comply with the following requirements:
1. Volume/Value fields must contain an explicit decimal and be carried to two places (i.e. 1299.00 or 0.00, not 1299 or 0).
2. An explicit negative sign will be used to indicate negative values. This sign will be in the leading position with no intervening spaces (i.e. -1299.00).
3. Do not use commas when formatting numeric fields (i.e. 1299.00, not 1,299.00).
4. Do not use dollar signs for value fields.
5. Use MMCCYY formatted as text for dates.
6. Do not use quotation marks (") or apostrophes (').
7. Right justify numeric fields. Do NOT add leading zeros. Leading zeros will be added during the conversion process if necessary.
8. Left justify text fields. Text fields must be correctly formatted to account for legitimate leading zeros, i.e., Product Code must be "02" not "2".
9. In Maximum Width column, "X" equates to alpha-numeric characters and "9" equates to numeric digits. The number enclosed in parentheses ( ) is the number of characters/digits allowed for that specific field.
10. Federal and Indian data must be submitted as separate reports.
11. Headers and Trailers are required to separate multiple reports in a single file. An example of multiple reports in a single file is shown below.

First Payor Code:

| | |
|---|---|
| PAYOR CODE 12345 | Header Record |
| FEDERAL DATA | Detail Line Item Record(s) |
| | Trailer Record - Report |
| | Trailer Record - Payment |
| | |
| PAYOR CODE 12345 | Header Record |
| INDIAN DATA | Detail Line Item Record(s) |
| | Trailer Record - Report |
| | Trailer Record – Payment |

Second Payor Code:

| | |
|---|---|
| PAYOR CODE 23456 | Header Record |
| FEDERAL DATA | Detail Line Item Record(s) |
| | Trailer Record - Report |
| | Trailer Record - Payment |

| | |
|---|---|
| PAYOR CODE 23456 | Header Record |
| INDIAN DATA | Detail Line Item Record(s) |
| | Trailer Record - Report |
| | Trailer Record - Payment |

Third Payor Code:

| | |
|---|---|
| PAYOR CODE 34567 | Header Record |
| FEDERAL DATA | Detail Line Item Record(s) |
| | Trailer Record - Report |
| | Trailer Record – Payment |

**Do not use blank lines between reports.**

**B. 2014 CSV Record Layout**

| COLUMN | DESCRIPTION | MAXIMUM WIDTH | |
|---|---|---|---|
| | | | |
| **HEADER** | | | |
| A | RECORD TYPE | X(1) | Must be completed with a literal '1' |
| B | PAYOR CODE | X(5) | Must be completed |
| C | FORM TYPE | X(3) | Must be completed with a literal '(ROY)' |
| D | PAYOR ASSIGNED DOCUMENT NUMBER | X(8) | Must be completed |
| E | COMBINE INDICATOR | X(2) | Leave Blank |
| | | | |
| **DETAIL** | | | |
| A | RECORD TYPE | X(1) | Must be completed with a literal '2' |
| B | LESSOR CODE | X(1) | Must be completed with a literal '1' for Federal, or a literal '2' for Indian |
| C | PAYOR LINE NUM | 9(6) | Must be completed |
| D | RESERVED FOR PREPARER'S USE | X(20) | May be left blank |
| E | MMS LEASE NUMBER | X(11) | Must be completed with a valid MMS-converted lease number. Consisting of 10-digits (a 3-digit prefix, 6-digit body, and 1-digit suffix). The field |

| COLUMN | DESCRIPTION | MAXIMUM WIDTH | |
|--------|-------------|---------------|---|
| | | | can accommodate 11 digits (a 2-digit suffix for future needs). If lease number has a single-digit suffix, left justify it. |
| F | MMS AGREEMENT NUMBER | X(11) | Complete or fill with spaces. This field accommodates 11 digits. The agreement number consists of three parts. The prefix = X(3) left justified; the body = X(6) right justified; and the suffix = X(2) left justified. All 3 parts are upper case alpha/numeric. |
| G | API WELL NO. | X(15) | Complete or leave blank. Report this number only if required by MMS on certain Indian properties and offshore deepwater wells under royalty relief. If you are required to report this number enter a 15-character set that consists of the 12-digit API-assigned well number and the 3-character producing interval indicator; for example, 490051234500S01 |
| H | PRODUCT CODE | X(2) | Must be completed or zero filled |
| I | SALES TYPE CODE | X(4) | Must be completed or left blank |
| J | SALES MO/YR | X(6) | Must be completed using MMCCYY |
| K | TRANSACTION CODE | X(2) | Must be completed |
| L | ADJUSTMENT REASON CODE | X(2) | Must be completed or left blank |
| M | SALES VOLUME Mcf/bbls/gal/long tons) | -9(9).99 | May be left blank |
| N | GAS MMBtu | -9(9).99 | Must be completed for selected product codes |
| O | SALES VALUE | -9(9).99 | May be left blank |
| P | ROYALTY VALUE PRIOR TO ALLOWANCES | -9(9).99 | May be left blank |

|  | COLUMN | DESCRIPTION | MAXIMUM WIDTH |  |
|---|---|---|---|---|
|  | Q | TRANSPORTATION ALLOWANCE DEDUCTION | -9(9).99 | May be left blank |
|  | R | PROCESSING ALLOWANCE DEDUCTION | -9(9).99 | May be left blank |
|  | S | ROYALTY VALUE LESS ALLOWANCES | -9(9).99 | Must be completed |
|  | T | PAYMENT METHOD | X(1) | Must be completed |
|  |  |  |  |  |
| **REPORT TRAILER** |  |  |  |  |
|  | A | RECORD TYPE | X(1) | Must be completed with a literal '3' |
|  | B | REPORT LINE COUNT | 9(7) | Must be completed |
|  | C | REPORT TOTAL | -9(11).99 | May be left blank |
|  | D | CHECKS TO MMS (PM1) AMOUNT | -9(11).99 | May be left blank |
|  | E | INDIAN DIRECT PAY (PM2) | -9(11).99 | May be left blank |
|  | F | EFT PAYMENTS (PM3) | -9(11).99 | May be left blank |
|  | G | ROYALTY-IN-KIND (PM4) | -9(11).99 | May be left blank |
|  | H | CHECKS TO MMS FOR BIA (PM5) | -9(11).99 | May be left blank |
|  | I | OTHER (FOR FUTURE USE) (PM6) | -9(11).99 | May be left blank |
|  | J | INDIAN LOCKBOX (PM7) | -9(11).99 | May be left blank |
|  | K | TOTAL PAYMENTS REPORTED | -9(11).99 | Must be completed |
|  |  |  |  |  |
| **PAYMENT TRAILER** |  |  |  |  |
|  | A | RECORD TYPE | X(1) | Must be completed with a literal '4' |
|  | B | DOC ID 1 | X(22) | Fill with valid data or may be left blank |
|  | C | DOC ID AMOUNT 1 | -9(11).99 | Must be negative value or may be left blank |
|  | D | DOC ID 2 | X(22) | Fill with valid data or may be left blank |
|  | E | DOC ID AMOUNT 2 | -9(11).99 | Must be negative value or may be left blank |
|  | F | DOC ID 3 | X(22) | Fill with valid data or may be left blank |
|  | G | DOC ID AMOUNT 3 | -9(11).99 | Must be negative value or may be left blank |
|  | H | NET PAYMENT FOR THIS REPORT | -9(11).99 | Must be completed |
|  | I | AUTHORIZED NAME | X(30) | Must be completed |
|  | J | DATE | X(8) | Must be completed |