

# Oklahoma Tax Commission

## Production Unit Number Registration or Change Request



Oklahoma Tax Commission  
 Oklahoma City, OK 73194

**FOR INFORMATIONAL PURPOSES ONLY - MUST BE FILED ELECTRONICALLY**

1. Operator FEIN/SSN:		2. Operator Reporting Number:		3. Operator Name:	
4. Address:			5. City, State, ZIP:		
6. Email Address:		7. Phone Number:		8. Change of Contact Info: Yes <input type="checkbox"/> No <input type="checkbox"/>	
9. Register New PUN: Lease Name and Well Number(s): _____ 9a. Part of a OCC Unitized Lease? Yes <input type="checkbox"/> No <input type="checkbox"/> 9b. Unit Number: _____    9c. Horizontal Well? Yes <input type="checkbox"/> No <input type="checkbox"/> OR 10. Update Existing PUN    PUN: _____					
11. Change of Operator? Yes <input type="checkbox"/> No <input type="checkbox"/>	11a. New Operator Number:		11b. Sale of Equipment? Yes <input type="checkbox"/> No <input type="checkbox"/>		11c. Date of Change:
12. Primary County:		13. Participation Rate:	14. Secondary County:		15. Participation Rate:
<b>16. Lease Legal Information</b>					
Quarter 4:	Quarter 3:	Quarter 2:	Quarter 1:	Section:	Township:
Range:					
17. Total Lease Acreage:		18. Well API:	18. Well API:	18. Well API:	18. Well API:
<b>19. 10 Acre Horizontal Surface Hole Legal Information</b>					
Quarter 4:	Quarter 3:	Quarter 2:	Quarter 1:	Section:	Township:
Range:					
<b>20. 10 Acre Horizontal Bottom Hole Legal Information</b>					
Quarter 4:	Quarter 3:	Quarter 2:	Quarter 1:	Section:	Township:
Range:					
21. Exemption Type:		22. Exemption Interest Decimal:	21. Exemption Type:		22. Exemption Interest Decimal:
23. Product Type:	24. Producer Number:		25. Purchaser Number:		26. Tax Remitter Number:
27. First Sale Date:					
23. Product Type:	24. Producer Number:		25. Purchaser Number:		26. Tax Remitter Number:
27. First Sale Date:					
23. Product Type:	24. Producer Number:		25. Purchaser Number:		26. Tax Remitter Number:
27. First Sale Date:					
23. Product Type:	24. Producer Number:		25. Purchaser Number:		26. Tax Remitter Number:
27. First Sale Date:					
28. PUN Status: Active <input type="checkbox"/> Shut-In <input type="checkbox"/> Plugged - Abandoned <input type="checkbox"/> Non-Reporting <input type="checkbox"/>					Effective Date:

## Instructions for Completing Production Unit Number Registration or Change Request

### General Instructions

1. Operator's Federal Employer Identification or Social Security Number.
2. Operator's company assigned reporting number by the Oklahoma Tax Commission (OTC).
3. Operator's registered name with the OTC.
4. Street Address of Operator.
5. City, State and Zip code of Operator.
6. Email Address of Operator.
7. Business Phone of Operator.
8. If your address and contact information needs to be updated for our records select yes.
9. Identify if registering a new Production Unit Number (PUN) or updating an existing PUN:
  - 9a. Identify if the new PUN is going to be part of a OCC Unitized Lease.
  - 9b. Identify the OTC Unit number the PUN will be associated to.
  - 9c. Identify if the new PUN is a Horizontal Lease.
10. Identify the PUN you wish to make changes to in xxx-xxxxxx-x-xxxx format.
11. Identify if you are changing the registered Operator of the lease.
  - 11a. Identify the OTC assigned operator reporting number for the new operator.
  - 11b. Identify if this change in operator also included a sale of equipment.
  - 11c. Enter the date the new operator will take over.
12. Identify the primary county the lease will be producing from.
13. Enter the participation rate of the primary county as a percentage.
14. If the lease involves a split county identify the secondary county it will be producing from.
15. Enter the participation rate for the secondary county as a percentage.
16. Enter the lease legal description for the PUN.
17. Enter the total lease acreage for the PUN.
18. Enter the associated American Petroleum Institute (API #) associated with each well in the PUN.
19. For a horizontal lease enter the legal information for the 10 Acre Surface Hole.
20. For a horizontal lease enter the legal information for the 10 Acre Bottom Hole.
21. Identify any non-taxable royalty interest and include a copy of the division order showing the exempt interest:  
Federal, State, County, City, School District, State School Land Commission or Restricted Indian Land.
22. Non-Taxable Royalty Interest as a decimal to 7 positions.
23. Identify the type of product being produced:
  - 1 = oil or condensate
  - 5 = natural or casinghead gas
  - 6 = Natural Gas Liquids- Any liquid hydrocarbon, carbon dioxide, hydrogen sulphide, helium, nitrogen or other gas constituents extracted from the gas stream wherein the proceeds of such products are allocated back to lease operator or interest owner.
24. OTC assigned producer number for each product being produced.
25. OTC assigned purchaser number of who will be purchasing each product.
26. OTC assigned remitter number of who will be remitting taxes.
27. Enter the date of first sales for the product being produced.
28. Identify the current status of the PUN and when it became effective:
  - Active
  - Shut-in
  - Plugged-Abandoned
  - Non-Reporting