

Addressee of Record Designation for Service of Official Correspondence
Form MMS-4444

New

Modification

Effective Date:

Company Name:

Company ID #

Please mark the correspondence type(s) with which this address is being associated:

Royalty Reporting (Forms MMS-2014)

Production Reporting (Forms MMS-4054/4058)

Solid Minerals (P&R) Reports

Audit and compliance correspondence

Rental courtesy notices

Enforcement notices

Invoices: Financial terms (FIN)

Invoices: Rights of Way/Use and Easement (ROW/RUE)

Invoices: Indian overrecoupment (IOR)

Invoices: Interest (INT)

Address of Record (Show only one for indicated function(s)):

Address 1:

Address 2:

City:

State:

Zip:

Person to contact as Addressee of Record:

And/or

Title of position designated as Addressee of Record:

Phone number:

Extension :

Fax Number :

E-mail Address:

Company Official Making Addressee Designation (Name/Title):

Signature:

**Instructions for the
Addressee of Record Designation for Service of Official Correspondence Report Form
Form MMS-4444**

Please refer to the Code of Federal Regulations (CFR) **30 CFR 218.540 How will official correspondence be served?** Visit the Minerals Management Service (MMS) website at www.mrm.mms.gov/Laws_R_D/FRHome.htm or contact MMS Financial Management staff at 1-800-525-7922 for further information.

New or Modification: Check the action that best describes the data being submitted on this form. If the data is **new**, enter the date that the responsibility for the receipt of official correspondence commences for the Company ID number (ID #). If the data is a **modification** of previously submitted data, enter the date this change becomes effective.

Effective Date: If a date is not included on this form, please note that the effective date will default to the MMS receipt date of the document.

Company / Reporting Entity Name: Enter the name of the company or reporting entity for which this action applies.

Company ID #: Enter the MMS provided 5-digit number assigned to the company for which this action applies. Contact MMS if you do not know, or have not been assigned a Company ID #. If you want different job titles and/or persons to be responsible for different company ID numbers, use a separate form for each Company ID #.

Please mark the correspondence type(s) with which this address is associated: Check the box(es) for the functions covered by this Addressee of Record Designation.

Address of Record: Enter the complete mailing address of the addressee of record to assure receipt of MMS official correspondence. Official correspondence includes, but is not limited to, MMS correspondence or correspondence from their delegates, served on companies related to: audit engagement or data request letters; appeal decisions; demand orders; and solid minerals and Indian oil and gas invoices. **Please note that each Company ID # may have only one address of record for the service of each MMS official correspondence type.**

Name and/or Title of the Position Designated as Addressee of Record: Enter the name and/or job title of the position designated as the addressee of record. If you wish a particular person to receive MMS official correspondence, enter their name, phone number, fax number, and e-mail address. If you have a particular position title that you wish to receive MMS official correspondence, enter the position title, contact name, phone number, fax number, and e-mail address.

Company Official Making Addressee Designation (Name/Title) and Signature Please enter the name and title of the company official making this designation and have this form signed by that person.

Mail the form to:
Minerals Management Service
Minerals Revenue Management
Chief, Financial Management
P. O. Box 25165, MS 350B1
Denver, CO 80225-0165