



United States Department of the Interior

MINERALS MANAGEMENT SERVICE
Minerals Revenue Management
P.O. Box 25165
Denver, Colorado 80225-0165



MMS/FM/AS/MS 353B1

FEB 20 2004

Dear Reporter:

This letter provides (1) guidance on Payor Assigned Document (PAD) numbers and (2) payment addresses for certain Indian tribes whose payments go to lockboxes.

Payor Assigned Document Numbers (PAD)

PAD are eight-digit identifiers chosen by the payor. The number must be unique and may be used for only one Form MMS-2014, Report of Sales and Royalty Remittance, and must also be included in the corresponding payment document. Federal and Indian Form MMS-2014s and payments may not be combined. You can find additional information on PAD numbers in the *Minerals Revenue Reporter Handbook*, Release 2.0, dated July 1, 2003. You may access the handbook on our Web site as described at the end of this letter.

The continued failure of some payors to provide this information has caused delays in reconciling accounts and matching payments to Form MMS-2014 documents. To ensure efficient and accurate processing of your Form MMS-2014 and payments, please provide this information at the time of submission. We appreciate your cooperation.

Tribal Lockboxes

To ensure that payments to tribal lockboxes are addressed correctly, we have updated the contact information on our Web site and in the *Minerals Revenue Reporter Handbook*, Release 2.0, to include the following addresses:

Blackfeet Nation

Lockbox Address:

Native American Bank
PO Box 730
Browning, MT 59417

Courier Address:

Native American Bank
Lockbox Department – Blackfeet Nation
125 Public Square
Browning, MT 59417

Jicarilla Apache Nation

Lockbox Address:

Jicarilla Apache Nation
PO Box 2053
Albuquerque, NM 87103

TAKE PRIDE
IN AMERICA 

Courier Address:

Wells Fargo Bank New Mexico
 ATTN: Jicarilla Apache Lockbox
 200 Lomas NW, First Floor
 Albuquerque, NM 87102

Navajo NationLockbox Address:

The Navajo Nation
 PO Box 52543
 Phoenix, AZ 85072

Please include Account Number 6008301569 on the payment document

Courier Address:

The Navajo Nation
 Lockbox Department-MAC S4145-012
 Lockbox 52543
 5029 East Sunrise Drive, Suite 101
 Phoenix, AZ 85044

Please include Account Number 6008301569 on the payment document

Southern Ute TribeLockbox Address:

Southern Ute Indian Tribe
 PO Box 973496
 Dallas, TX 75397-3496

Courier Address:

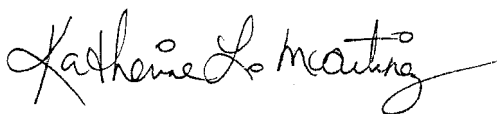
Southern Ute Indian Tribe
 Bank One Lockbox 973496
 Attn: Regional Lockbox Tx1-0006
 14800 Frye Road
 Fort Worth, TX 76155

If you need further information concerning lockbox payments, visit our Web site at www.mrm.mms.gov and select the following:

- Reporting Information, Handbooks & Manuals,
- *Minerals Revenue Reporter Handbook*, Release 2.0,
- Appendix A for lockbox payment addresses.

If you would like us to mail you a copy of the handbook, please call 1-800-525-0309, extension 3105.

Sincerely,



Katherine L. Martinez
 Accounting Services Manager