



## CHANGE OF ADDRESS FORM

### Instructions for Submittal to TEP Barnett USA, LLC

1. First, you must **download** and **save** the form to your computer.
2. **Open** the saved form from where you saved it on your computer.
3. **Type** in your information, completing all fields.
4. **Check the box** under TERMS OF ACCEPTANCE & SIGNATURE and **type** in your complete name.

*(By checking this box and typing your name, you are electronically signing the Change of Address form and confirming that you understand that an electronic signature has the same legal effect and can be enforced in the same way as written.)*

5. Click Save on the form.
6. Email the completed Change of Address form to [owner.relations@tepbarnett.com](mailto:owner.relations@tepbarnett.com)

*Note: If you prefer to submit the Change of Address form by postal mail, follow instructions 1-4 above, then print the completed form and mail to:*

TEP Barnett USA, LLC  
Attn: Owner Relations  
P.O. Box 17209  
Fort Worth, TX 76102



ELECTRONIC CHANGE OF ADDRESS FORM

I, \_\_\_\_\_, authorize TEP Barnett USA, LLC and/or it's affiliates/subsidiaries to change the address on my owner account.

Owner Number: \_\_\_\_\_ Or Lease/Well# \_\_\_\_\_

Last 4 Digits of Social Security#/Taxpayer ID: \_\_\_\_\_

Name on the Account: \_\_\_\_\_

Your Name (if you are not the owner): \_\_\_\_\_

*(If not previously provided, please attach documentation establishing your relationship with the Account Owner for TEP Barnett's review.)*

OLD ADDRESS	NEW ADDRESS
Address	Address
City/Locality/Village	City/Locality/Village
State/Province/Region	State/Province/Region
Zip	Zip
Country	Country
	Phone
	Email

Apply this address change to my:  Check/Revenue Address  Correspondence Address

*If neither box is selected, both addresses will be updated.*

**All fields must be complete or the change of address cannot be processed. After TEP Barnett's receipt and approval, the change of address will become effective within thirty (30) days.**

TERMS OF ACCEPTANCE & SIGNATURE

I, the requestor for this Change of Address form, warrant the truthfulness of the information provided in this submission. I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.

**Step 1:** Check The box below

\*By checking this box and typing my name below, I am electronically signing this Change of Address Form

**Step 2:** Type in your name in the fields below. A Signature is required by all parties listed on the account.

_____	_____	_____	_____
First Name	MI	Last Name	Suffix
_____	_____	_____	_____
First Name	MI	Last Name	Suffix

Email this completed form to: [owner.relations@tepbarnett.com](mailto:owner.relations@tepbarnett.com)