



110 N. Marienfeld Street Suite 200 |
Midland, Texas 79701 |
Office: 432.687.1575, Ext. 1085 |
Fax: 863.246.0114, **REVENUE DEPT.** |
E-Mail: RevenueHelp@eeronline.com |

Instructions

(NOTE: New EFTs generally take 60-90 days to process.)

1. Change contact name, phone number or e-mail--Check this box if you wish to have this information updated.
2. **General Instructions:**
Owner ID: This five-digit number is found at the bottom, left-hand corner of your check stub &/or on the upper right-hand corner of your monthly detail. (Also referred to as Owner Code or Payor ID)
3. **SECTION I:**
 - a. CONTACT NAME: You or the person who is **legally authorized** for us to contact or to call on your behalf (Such person **MUST ALSO** be listed in your Owner Record to receive information from us.)
 - b. NAME ON ENDEAVOR ACCOUNT: Individual Name, Company Name, Name of Trust, ssp, etc.
 - c. CONTACT PHONE NUMBER--Write your 10-digit home or cellphone number.
 - d. E-MAIL ADDRESS (if available): Write your e-mail address so that we may contact you as necessary.
 - e. Soc. Sec. No. or Tax ID: **This MUST be the same number from your Endeavor Owner Records file to get your direct deposit request processed.**
***** EFT's **CANNOT** be processed without a matching SS# or Tax ID. *****
4. **SECTION II:**
SPECIFY ACCOUNT TYPE: Mark the appropriate box.
FINANCIAL INSTITUTION: Write the name of your bank, credit union, or other banking entity.
NAME ON ACCOUNT: If your bank's account name or business **is different** than your Endeavor Owner Name, we will need a Letter of Explanation for safety reasons.
FINANCIAL INSTITUTION ADDRESS: Self-explanatory.
CITY/ STATE/ ZIP Code: Self-explanatory.
BANK ACCOUNT NUMBER: Must not exceed 17 digits.
ROUTING NUMBER: Write in your financial institution's 9- digit ACH Routing Number.
OWNER SIGNATURE: **MUST** be the signature of the person whose name appears on the account.
AUTHORIZED SIGNATURE: Must be signed by either a Power of Attorney (POA) or a Trustee, etc. (**Such person must also be listed in your Owner Record for your EFT to be processed.**)
5. **General**--You **MUST attach** either:
 - a. a CURRENT, pre-printed voided check for a checking account, **OR:**
 - b. your financial institution's Direct Deposit Authorization form for a savings or other type of account **so that we may efficiently process your EFT form and avoid a delay in distributing your funds.**
6. **Temporary Checks are not acceptable.**
7. **OWNER ADDRESS VERIFICATION IS REQUIRED FOR SAFETY REASONS. *****
Therefore, if the address on your voided check differs from our records (the address you provided for your division orders), **then you must include a short, written statement explaining why it's different** (i.e., a PO Box vs. your physical address, your business address vs. your residential address, etc.).
 - a. **The Owner Name/Name on your Account AND Address MUST be pre-printed on your voided check and/or included on your financial institution's Direct Deposit Authorization form for owner verification & safety purposes.**
8. **If ONLY your name appears on your checks, then you MUST provide either:**
 - a. **The first page of your bank statement or a bill that verifies your current address, OR:**
 - b. **An "Owner change of Address" form if you have moved and no longer reside at the address on your voided check.**

For any additional forms or an **Owner Change of Address** form, please visit <https://endeavorenergylp.com> and left-click on the "OWNERS" tab, then scroll down to "Important Forms," or scroll a little further down for "Frequently Asked Questions, or call ext. 1085.

Sincerely,