

ENTITY ACTION FORM

Operator: _____ Operator Account Number: N

Address: _____

city

state zip Phone Number: _____

Well 1

API Number	Well Name	QQ	Sec	Twp	Rng	County
Action Code	Current Entity Number	New Entity Number	Spud Date		Entity Assignment Effective Date	
Comments:						

Well 2

API Number	Well Name	QQ	Sec	Twp	Rng	County
Action Code	Current Entity Number	New Entity Number	Spud Date		Entity Assignment Effective Date	
Comments:						

Well 3

API Number	Well Name	QQ	Sec	Twp	Rng	County
Action Code	Current Entity Number	New Entity Number	Spud Date		Entity Assignment Effective Date	
Comments:						

ACTION CODES:

- A** - Establish new entity for new well (single well only)
- B** - Add new well to existing entity (group or unit well)
- C** - Re-assign well from one existing entity to another existing entity
- D** - Re-assign well from one existing entity to a new entity
- E** - Other (Explain in 'comments' section)

Name (Please Print)

Signature

Title

Date

INSTRUCTIONS

An Entity is a 5 digit identifying number assigned to wells by the Division of Oil, Gas and Mining. The division uses entity numbers to record oil and gas disposition data. It is used by other state agencies for tracking ownership information of oil and gas sales.

This form shall be submitted by the well operator within five working days of

- spudding a new well;
- changing physical operations or interests such that a well is added to or removed from a group of wells that:
 - have identical division of interest,
 - have product sales from a common tank, LACT meter, or gas meter, and
 - have the same operator;
- changing interests or boundaries such that a well is added to or removed from a participating area of a properly designated unit;
- converting a service well to an oil or gas well;
- recompleting a well to a different producing formation.

This form is to be used solely for the purpose of accurately setting up well information in the division's computer system. It does not replace Form 9, Sundry Notices and Reports on Wells, which is to be used to provide detailed accounts of physical operations on wells.

Action codes:

- A** Used to establish a new Entity number for a single **new well**. The spud date will be the Entity assignment effective date.
- B** Used to add a **new well** to an existing Entity number when
- the well will be physically attached to an existing group of wells that
 - have identical division of interest,
 - have product sales from a common tank, LACT meter, or gas meter, and
 - have the same operator, or
 - the well is being drilled within the boundaries of a properly designated unit (each participating area within the unit will usually have its own Entity number) and will produce from the formation covered by the participating area.
- Show the Entity number to which the well is to be added in "New Entity Number." The spud date will be the Entity assignment effective date.
- C** Used to re-assign an **existing well** from one Entity number to another existing Entity number when
- the well becomes physically attached to a group of wells that meet the criteria described for code B above, or
 - the well is brought into the participating area of a unit through a boundary change or recompletion.
- Show the well's current Entity in "Current Entity Number" and the Entity number to which the well should be reassigned in "New Entity Number." Show the date on which the reassignment should be made in "Effective Date."
- D** Used to re-assign an **existing well** from one Entity number to a new Entity number when
- the well is no longer physically attached to a group of wells, or
 - the well is still physically attached to a group of wells, but the owner(s) or operator of the well has become different than that of the remaining wells, or
 - the well is still physically attached to a group of wells, but is recompleted into another producing formation which has a different division of interest, or
 - the well is no longer located within a unit or a participating area of a unit due to a change in boundaries, or the well is recompleted to a producing formation not included in the participating area
- E** Used for situations that do not fall under any of the other codes. Explain the situation in the comment section.

Send to:

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