June 25, 2015

**RE: Required Reporting Format (Effective October 1, 2015)**

[Owner ID(s): ]

Oil and Gas Operators,

In accordance with the North Dakota Department of Trust Lands’ Oil and Gas Rule 85-06-06-10, which states the Commissioner reserves the right to require reports be made on forms furnished by the Commissioner, the Department is converting to an electronic reporting format.

This format will require oil and gas operators to submit royalty reports to the Department in the provided Excel format. This will make our data collection more efficient and provide operators a more timely response on errors. This format is also the base for us to provide more services to you, the operator.

The form and instructions are available on our website at:

[***https://land.nd.gov/RevenueCompliance***](https://land.nd.gov/RevenueCompliance)

Completed reports can be emailed to our royalty address at: [dtlroyalties@nd.gov](mailto:dtlroyalties@nd.gov). We plan to have the ability to accept reports in this format by late summer and will require the use of this specific format effective October 1, 2015**.**

If you have any questions, please feel free to contact me.

Sincerely,



Taylor K. Lee, CIA, CFSA

**Director of Revenue Compliance**

**North Dakota Department of Trust Lands**

Phone: 701-328-1925

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