

# ROYALTY PAYMENT INSTRUCTIONS

**(Items highlighted in yellow were updated May 2019)**

## **Required ACH Payment:**

The following Automated Clearing House (ACH) instructions apply to **'Oil Report' and 'Gas Report' royalty payments only**. These instructions are not to be used for oil and gas tax payments. The commingling of oil and gas royalty and tax payments is unacceptable.

All routine 'Oil Report' and 'Gas Report' royalty payments must be made as an ACH payment directly to the designated State of Alaska bank account. ACH reversals are not allowed. Any request for a refund must follow the payment regulations 11AAC 04.060. ACH payments are to be remitted using CCD+ format with addenda record. The addenda record must include the Control Number. Do not precede the Control Number with any other characters or spaces. The addenda record with the Control Number must appear as follows:

Company to insert 18 character Control Number

Example: 000168349P08200700

## **ACH Payment Instructions For The State of Alaska:**

1. All companies must notify the State of Alaska, Department of Revenue, Treasury Division by 2:00 PM Alaska Time, **one business day prior to the settlement date** of the ACH payment. The completed "Oil & Gas Royalty Payment Notification" form is to be e-mailed to [dor.trs.cashmgmt@alaska.gov](mailto:dor.trs.cashmgmt@alaska.gov). A copy of the notification form is on page 3 of these instructions.
2. Contact DOG royalty accounting manager (907-269-8795) for bank information.
3. Communicate with the Treasury Division at the following address if additional information is required:

Cash Management  
State of Alaska  
Department of Revenue, Treasury Division  
P.O. Box 110406  
Juneau, AK 99811-0406

Telephone: (907) 465-2360  
E-Mail: [dor.trs.cashmgmt@alaska.gov](mailto:dor.trs.cashmgmt@alaska.gov)

4. Provide a contact number in advance to the State of Alaska, Department of Revenue, Treasury Division if confirmation is desired.
5. A copy of the "Oil & Gas Royalty Payment Notification" should be faxed or emailed separately to the following:

Oil and Gas Receipting Supervisor  
Alaska Department of Natural Resources  
Support Services Division/FSS  
550 W 7th Ave, Suite 1410  
Anchorage, AK 99501-3561

Telephone: (907) 269-8681  
Fax: (907) 269-8911  
[dnr.fss.revenue@alaska.gov](mailto:dnr.fss.revenue@alaska.gov)

Notice of Future Transfers of Federal Funds  
to the State of Alaska  
Fax Number (907) 465-4019  
E-Mail: dor.trs.cashmgmt@alaska.gov

**ATTENTION**  
**Cash Management, Treasury Division**

OIL & GAS ROYALTY PAYMENT NOTIFICATION

Control #: \_\_\_\_\_

Company Name: \_\_\_\_\_ Payment Method: \_\_\_ACH \_\_\_Fedwire \_\_\_Check

Company Contact: \_\_\_\_\_ Settlement Date: \_\_\_\_\_  
(Payment Date)

Contact Phone #: \_\_\_\_\_ Transfer Amount: \_\_\_\_\_

From: \_\_\_\_\_ In: \_\_\_\_\_  
(Commercial Bank) (City & State)

## **Backup Payment Instructions:**

In case of an ACH failure, payments can be made by wire transfer. The “Oil & Gas Royalty Payment Notification” form must also be used when performing wire transfer payments.

**WARNING:** The following instructions are for wire transfers only. **DO NOT** use these instructions for ACH payments. Attempting to use the wrong instructions could result in your payment being sent to a wrong account, your payment being received late, having administrative fees and interest assessed on the late payment, or any or all of the above.

## **Wire Transfer Instructions for the State of Alaska:**

As an emergency procedure only, payments may be made using electronic wire transfer procedures as described below.

1. All companies must notify the State of Alaska, Department of Revenue, Treasury Division by 2:00 PM Alaska Time, **one business day prior to the payment date**. The completed “Oil & Gas Royalty Payment Notification” form is to be e-mailed to [dor.tr.s.cashmgmt@alaska.gov](mailto:dor.tr.s.cashmgmt@alaska.gov). A copy of the notification form is on page 3 of these instructions.
2. Contact DOG royalty accounting manager (907-269-8795) for bank information.
3. Communicate with the Treasury Division at the following address if additional information is required:

Cash Management  
State of Alaska  
Department of Revenue, Treasury Division  
P.O. Box 110406  
Juneau, AK 99811-0406

Telephone: (907) 465-2360  
E-Mail: [dor.tr.s.cashmgmt@alaska.gov](mailto:dor.tr.s.cashmgmt@alaska.gov)

4. Provide a contact number in advance to the State of Alaska, Department of Revenue, Treasury Division if confirmation is desired.
5. A copy of the “Oil & Gas Royalty Payment Notification” should be faxed or emailed separately to the following:

Oil and Gas Receipting Supervisor  
Alaska Department of Natural Resources  
Support Services Division/FSS  
550 W 7th Ave, Suite 1410  
Anchorage, AK 99501-3561  
Telephone: (907) 269-8681  
Fax: (907) 269-8911  
[dnr.fss.revenue@alaska.gov](mailto:dnr.fss.revenue@alaska.gov)

## **Check Payment Instructions For The State of Alaska:**

If the royalty payment is less than \$10,000, lessees have the option to make payments by check. The check should be mailed in enough lead time to ensure that the payment is received by the due date for royalty payments which is the last business day of the month following the month of production. The due date for NPSL payments is 60 days after the end of the production month. Payments not received by the due date are subject to an Administrative Fee per 11 AAC 04.080 and 11 83.425(h). Also interest will accrue per AS 38.05.135(d) until the payment is received.

1. Checks should be made payable to:

State of Alaska, Department of Natural Resources

2. Checks should be mailed to the following address:

Oil and Gas Receipting Supervisor  
State of Alaska, Department of Natural Resources  
Support Services Division/FSS  
550 West 7th Ave, Suite 1410  
Anchorage, AK 99501-3561

The check should reference: "Payment of Royalty or NPSL"

3. A copy of the "Oil & Gas Royalty Payment Notification" along with a copy of the check should be faxed or emailed separately to the following:

Fax: (907) 269-8911  
dnr.fss.revenue@alaska.gov  
Attn: Oil and Gas Receipting Supervisor

And a separate copy emailed to:

[brock.steller@alaska.gov](mailto:brock.steller@alaska.gov)

or another representative in the royalty accounting section