



**Lincoln Crude Oil Marketing, L.L.C.**  
117 North 10<sup>th</sup> Street | Suite 300  
P.O. Box 1449 (mailing)  
Mt. Vernon, IL 62864  
www.lincolncrude.com  
Phone: 618-899-5800  
Fax: 618-899-5819

## **INSTRUCTIONS FOR SIGNING DIVISION ORDERS**

Review the Division Order carefully to ensure your name, address, type of interest and decimal interest are correct and sign it according to the following instructions:

### **REQUIRED INFORMATION/DIVISION ORDER:**

1. Signature of Owner(s)
2. E-mail address
3. Telephone number
4. Social Security Number or Tax Identification Number
5. E-mail address is required if you are completing the attached enrollment form for direct deposit of funds.

### **W-9 FORM:**

1. Complete the W-9 Form, sign it and enter the date signed.
2. Failure to complete the W-9 Form will cause Lincoln Crude Oil Marketing to withhold payments.

### **METHOD OF PAYMENT:**

1. Paper checks will be mailed via the United States Postal Service, around the 20<sup>th</sup> of each month, for all accounts in excess of \$50.00.
2. Direct Deposit into the owner's checking or savings account will be made around the 20<sup>th</sup> of each month, for all accounts in excess of \$50.00. IF YOU ELECT TO RECEIVE DIRECT DEPOSIT, PLEASE COMPLETE THE ATTACHED ENROLLMENT FORM AND RETURN IT WITH YOUR SIGNED DIVISION ORDER.