







# OPERATOR & PURCHASER INSTRUCTIONS

## OPERATOR

To apply for an exemption renewal, please review the entries on the front of this form and make any necessary corrections. After the Kansas Department of Revenue certifies the renewal, a certified copy will be sent back to you and to the purchaser you have indicated. The certified copy will be your Certificate of Exemption. If you make address corrections, please make sure they are legible. The printed addresses will be used as address labels in window style envelopes.

If the lease has been transferred to a new operator, return the renewal application indicating the new operator information. Please correct any errors on the application. If you have a new purchaser, please update the purchaser information.

A "SAMPLE" of the renewal form can be found on the Department's website at: <http://ksrevenue.gov/formsm mineral.html>. This is to show you what the form looks like but cannot be filed. If additional copies of this form are needed, you can contact phone number 785-368-8222.

### Mail to:

**KANSAS DEPARTMENT OF REVENUE  
MINERAL TAX  
PO BOX 750680  
120 SE 10<sup>TH</sup> AVE  
TOPEKA KS 66625-0680  
PHONE: 785-368-8222 FAX: 785-296-4993**

### **Average Daily Oil Production**

Average daily oil production is equal to total gross production divided by number of producing well days.

Producing well days, for a single oil well, is equal to the number of days that the well was in production.

Producing well days, on a lease, is equal to the sum of the producing well days for each individual well on the lease. For example, say a lease has 3 wells, A, B, and C. During the 6 month production history period, well "A" produced 30 days, well "B" produced 60 days, and well "C" 180 days. The total number of producing well days is 30, plus 60, plus 180 which equals 270 days.

Write the calculated Average Daily Production in the space provided on the front of this form. If the BOPD is greater than the current minimum exemption levels, do not send in the form because the exemption will be denied.

## PURCHASER

If certified, this application informs you that the indicated lease/well is exempt for the period shown. If you are not the 1<sup>st</sup> purchaser of the lease, please return the form to the Kansas Department of Revenue.

**The exemption is non-transferable between operators. Should this lease change operators, this exemption will no longer be valid. A new exemption number for the new operator will be issued for the remaining effective months.**