



NM STATE LAND OFFICE

2025

RMD INDUSTRY TRAINING

Compliance Bureau

September 3, 2025



Disclaimer

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Overview

NMSLO manages 9M surface and 13M mineral acres across the state.

Our mission is to use the land to raise revenue for the beneficiaries of the State Land Trust.

By leasing state trust land for a variety of uses **\$2.4B** in revenue was generated in the last fiscal year!

The RMD processes oil and gas royalty returns and executes related audit and compliance programs to maximize trust revenues.

Raising as much money as possible is vital to the beneficiaries we support.



Compliance Bureau Functions

PUN Issuance

- ➔ Resolution of Suspense Accounts
- ➔ Account Reviews
- ➔ Collection of Outstanding Billings
- ➔ Advance Royalty Deposits
- ➔ Unapplied Payments
- ➔ Refund Requests
- ➔ Bankruptcy





Agenda

Suspense

- Clearing Suspense
- Researching Reporting History
- PPAs to Correct Reporting

Account Reviews

- Notices (Outstanding Billings)
- Web Applications

Unapplied Payments

Refunds



NM STATE LAND OFFICE

SUSPENSE





What is Suspense?

Detail lines suspend due to an invalid PUN, lease, or other critical error(s) and the associated royalty cannot be distributed until the line is removed from suspense.

Common errors for lines to suspend:

*Invalid PUN

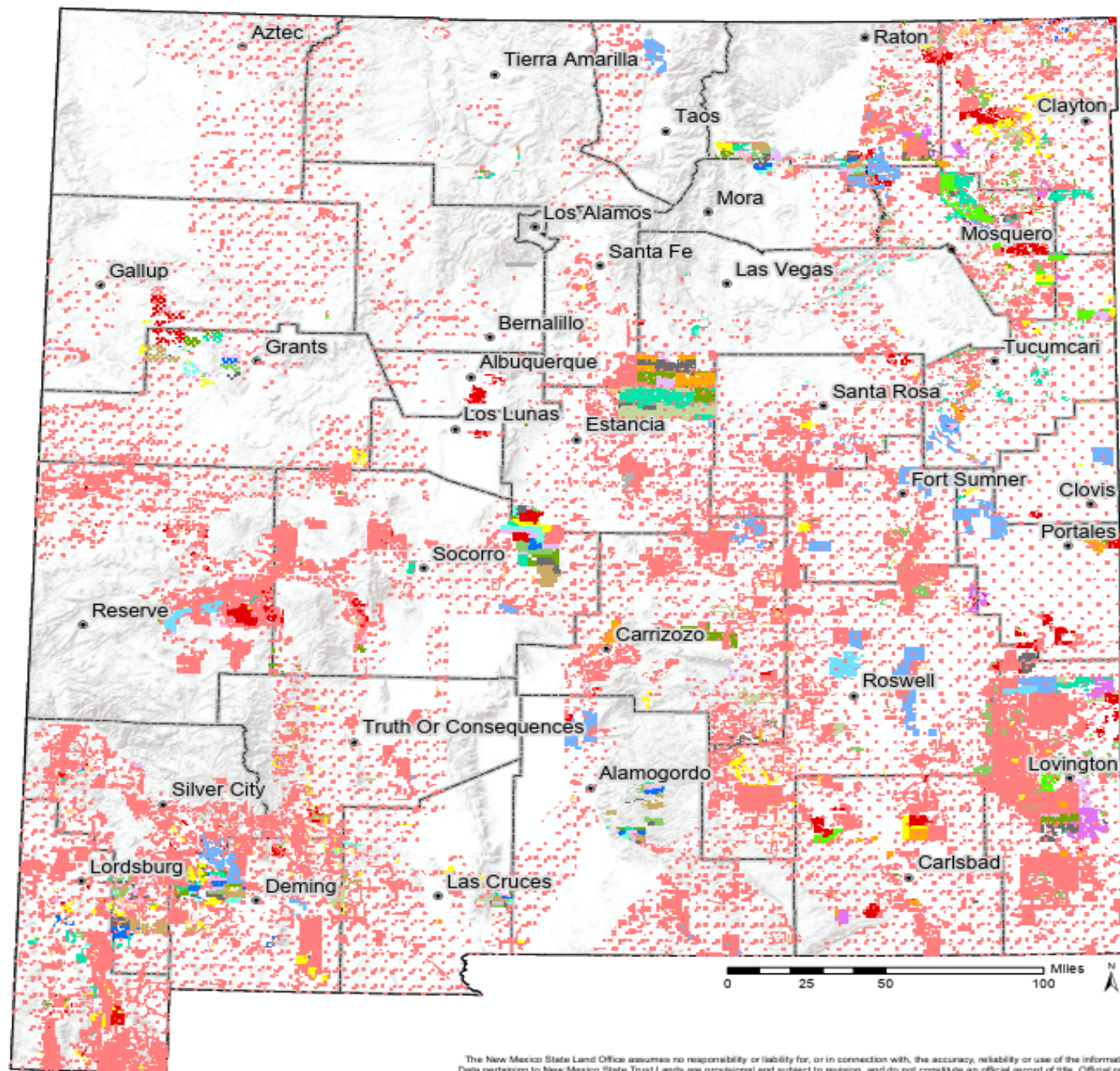
*Invalid Sales Period

*Invalid Lease

*Invalid Product Code

*Invalid PUN/Lease Combination

*Invalid Transaction Code



New Mexico Land Trust Beneficiaries

- Common Schools
- Charitable, Penal and Reform
- Carrie Tingley Hospital
- Eastern New Mexico University
- Improvements to the Rio Grande
- New Mexico Miners Hospital
- New Mexico Military Institute
- New Mexico Boys School
- Northern New Mexico College
- New Mexico Highlands University
- New Mexico Institute of Mining Technology
- New Mexico Penitentiary
- New Mexico State Hospital
- New Mexico State University
- New Mexico School for the Deaf
- New Mexico Schools for the Deaf / Blind and Visually Impaired
- New Mexico School for the Blind and Visually Impaired
- Public Buildings
- University of New Mexico
- Water Reservoirs
- Western New Mexico University
- Western New Mexico University/New Mexico Highlands University

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Royalty Suspense?

On or before the 5th business day of the month, remitters are emailed a suspense notice and spreadsheet identifying all suspended detail lines for their OGRID.

It is the remitters responsibility to correct those lines as soon as possible.

Communication with the Compliance Team is **crucial** in clearing suspense account balances.



Suspense Notification

Suspense must be cleared by the end of the current business month.

Communicate plan of action within 24 hours of receipt of the suspense notice.

Amended returns must be submitted separately from any other reporting.

Make sure all contact information is correct to ensure communication is received timely.

State Land Office
Royalty Management Division
Monthly Royalty Detail Suspense Notification New Mexico

Dear Remitter:

Attached for your **review and action** is your Royalty Detail Suspense Notice outlining each detail suspense item in your company's suspense account as of XXXXX, 2025.

Your **immediate** response with your plan of action to clear this suspense is required, and all suspense that is able to be cleared **must** be cleared by the end of the current business month. If the suspense cannot be cleared by the end of the month, please communicate with us your plan of action within **24 hours**.

Royalty Detail Suspense Lines can be cleared in several ways:

1. **OPTION 1 (PREFERRED):** Remitters can clear their Royalty Detail Suspense Line(s) via Online Filing. Log on to the following website and select 'Royalty Suspense':
 - <https://secure.slo.state.nm.us/OnlineFiling/OSCOOnlinePortal/Login.aspx>
 - You must have a Sender ID to use this option. If you need a Sender ID, please contact Dilia Borunda at dborunda@slo.state.nm.us or 505-827-5738.

2. **OPTION 2:** Make the corrections on the attached Excel spreadsheet and email it back to me with your written approval. I will clear it online and inform you when it is done.

3. **OPTION 3:** Submit an amended return to reverse line items out. Remitters must submit an amended return to clear items if the original line entry has generated a computational error.

- **The amended return must be submitted separately from any current returns.**

- Remitters can submit an online amended return using the Online Royalty Reporting option.

It is highly recommended to use Option #1. By doing this, you can manage your suspense account directly and view the changes immediately.

Pun/Lease errors account for over 90% of the items in suspense. If you have the PUN, Lease or API number, the following website <http://web.slo.state.nm.us/Applications/RoyaltyPunInquiry/> should be useful during your research for the correct Pun/lease.

If at any time you need technical online assistance, please feel free to call Dilia Borunda at 505-827-5738.

Your **immediate** attention to your company's suspense account is appreciated. If you need assistance, please feel free to contact us.



Suspended Detail Lines & Error Message

OGRID	OGRID Name	Track Num	Return IDN	Report Mth/Yr	Sales Mth/Yr	PG Nbr	LN Nbr	Pun	Lease Prfx	Lease Seq	PROD CDE	Susp. Royalty Amount	Error Message	NOTES
		200789	134447	Jan-25	Nov-24	11	1	1374770	VB	1838	1	52721	PUN/LEASE combination not valid for Sales mth/yr	Pun/lease deactive as of 8/5/2024
		195694	130634	Dec-23	Aug-22	18	3	1542390	B1	678	3	8	PUN/LEASE combination does not exist	Reporting to an API
		197827	132254	May-24	Dec-20	2323	1	1386244	E0	5229	7	164	PUN/LEASE combination does not exist	PUN or lease may be incorrect
		199899	133793	Oct-24	May-22	467	3	9945461	L0	6293	7	427	PUN/LEASE combination does not exist	Reporting to a dummy number
		199089	133218	Nov-24	May-24	5	8	1312539	E0	8663	7	165	Vol/Grs Procds/dedns should ALL be +ve or -ve	Detail line has a mix of positive and negative numbers
		202587	135891	May-25	Mar-25	49	3	2553012	V0	5050	1	57953	PUN/LEASE combination does not exist	Multiple errors listed for the same API/PUN/lease
		202908	136167	Jun-25	Apr-25	49	7	2553012	V0	5050	3	391	Vol/Grs Procds/dedns should ALL be +ve or -ve	



Royalty Suspense

Staff will assist remitters by:

Researching the error and providing information on how to correct.

Clearing detail lines (with remitter approval) if the PUN/Lease combination has a 1:1 relationship. If there is a one-to-many relationship, computational, product code, or transaction code errors an amended return is required.

****Amended returns clearing suspended detail lines must be submitted separately from any other reporting****

Remitters may use Royalty Online Filing to clear suspended detail lines with a 1:1 relationship and no other error.



Web Suspense

Log into Unified Online Filing:

- Enter OGRID#;
- Select Royalty Suspense;
- Click Go and select Suspense Lines to display suspended detail line(s) for the OGRID.

New Mexico Oil and Gas Unified Online Filing

Menu Options

- Select OGRID
- Contact Us

Account Options

- Manage Account Info
- Change Password

Welcome - New Mexico Oil and Gas Unified Online Filing

Choose an OGRID:	<input type="text"/>
	<input type="text"/>
Select an Activity:	<div><div>Upload a Royalty CSV File</div><div>Royalty Online Web Filing (RPD)</div><div>Royalty Suspense</div><div>Royalty Reported Detail History</div><div>Royalty Payment History</div><div>Royalty Outstanding Billing Statement</div><div>Royalty Remittance Document Request</div><div>Royalty Status and History</div></div>
	<input type="button" value="Go"/>



Web Suspense

Unified Online Filing >> Royalty Suspense Website

Menu

Suspense Lines

ONGARD Portal

Unified Online Filing

SUSPENDED LINE DETAIL

729 detail lines were found for OGRID [REDACTED]

 [Export To Excel \(click here\)](#)

PUN	LEASE	RPT YR	RPT MTH	SALE YR	SALE MTH	RTN IDN	PG	LN	ROYAMT
1553855	VB - 54	2023	12	2023	10	130716	59	2	7854.00
1553855	VB - 54	2023	12	2023	10	130716	59	3	551.00
1553854	VB - 54	2023	12	2023	10	130716	59	4	11184.00
1553854	VB - 54	2023	12	2023	10	130716	59	5	718.00
1553855	VB - 54	2024	1	2023	11	131025	41	4	179923.00
1553855	VB - 54	2024	1	2023	11	131025	41	5	12671.00
1553854	VB - 54	2024	1	2023	11	131025	41	6	95123.00
1553854	VB - 54	2024	1	2023	11	131025	41	7	7228.00
1553855	VB - 54	2024	2	2023	12	131317	30	13	220573.00
1553855	VB - 54	2024	2	2023	12	131317	31	1	34099.00
1553854	VB - 54	2024	2	2023	12	131317	31	2	96260.00
1553854	VB - 54	2024	2	2023	12	131317	31	3	16123.00
1549996	E0 - 4397	2024	2	2023	12	131317	41	10	58694.00
1549996	X0 - 648	2024	2	2023	12	131317	41	11	29347.00
1549996	V0 - 4438	2024	2	2023	12	131317	41	12	39130.00

1 2 3 4 5 6 7 8 9 10 ...



Web Suspense

Reminder:

This application can only be used on detail lines that have a PUN/Lease error and no other error.

State of New Mexico
Oil and Natural Gas Administration and Revenue Database

Unified Online Filing >> Royalty Suspense Website

Menu
Suspense Lines

ONGARD Portal
Unified Online Filing

Suspense Correction

PUN/LEASE combination not valid for Sales Month/Year.
[Return to Suspense Lines \(click here\)](#)

OGRID:
OGRID Name:
PUN: 1282190
LEASE: VA 2133
SALE MTH/YR: 2/2013
PRODUCT CDE: 4
TRANS CDE: 51
VOLUME/BBL: 0
VOLUME/MCF: 330
NGL GALLONS: 0
GROSS PROCD: \$1,412.00
NGL CR AMT: \$0.00
TRANS DED: \$0.00
MKT DED: \$0.00
PRC DED: \$0.00
ROY REPORTED: \$176.00
ROY COMPUTED: \$177.00

Save



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RESEARCHING REPORTING HISTORY



Reporting History

New Mexico Oil and Gas Unified Online Filing

Menu Options

Select OGRID

Contact Us

Account Options

Manage Account Info

Change Password

Welcome - New Mexico Oil and Gas Unified Online Filing

[Hello, There is a new SLO Announcement: Analyst Lookup for Online Filing \(click here\)](#)

Choose an OGRID:

Select an Activity:

Upload a Royalty CSV File
Royalty Online Web Filing (RPD)
Royalty Suspense
Royalty Reported Detail History
Royalty Payment History
Royalty Outstanding Billing Statement
Royalty Remittance Document Request
Royalty Status and History

Go

Same
screen,
different
search



Reporting History

Enter desired search parameters and click Search.

Leaving the fields blank provides a complete reporting history since 2002.

Menu

- Detail History**
- ONGARD Portal
- Unified Online Filing

Royalty Detail History Search

OGRID:

Start Sales Period: /
(MM/YYYY) Month Year

End Sales Period: /
(MM/YYYY) Month Year

PUN:

Lease Prefix:

Lease Sequence Number:

Product Type:



Reporting History

Royalty Detail History Search

267425 records were returned by your search criteria [Open Search Criteria \(click here\)](#)

[Export To Excel \(click here\)](#)

		AN		PUN		LE/SE		PROD CDE		ARMS LEN		BTU GAS		VOL(BBLS/MCF)		NGL GALN		TRNS CDE		REF IND		GROSS PROCEEDS		DEDN TRNSP		DEDN OTHER		DEDN				
3/2015	1/2015	96659	32	1	1014399	L0-1022		4		Y		0		986		0		51					2,544		0		0		0		318	CSV
3/2016	1/2016	101395	32	5	1014399	L0-1022		4		Y		0		72		0		51					122		0		0		0		15	CSV
3/2017	1/2017	105635	37	12	1014399	L0-1022		4		Y		0		325		0		51					1,145		0		0		0		143	CSV
3/2017	1/2017	105521	20	13	1014399	L0-1022		4		Y		0		0		0		55					4		0		0		0		1	CSV
3/2018	1/2018	109222	22	3	1014399	L0-1022		4		Y		0		0		0		55		C			1		0		0		0		0	CSV
3/2018	1/2018	109223	39	13	1014399	L0-1022		4		Y		0		84		0		51					319		0		0		0		40	CSV
3/2019	1/2019	113137	62	9	1014399	L0-1022		4		Y		0		228		0		51					596		0		0		0		75	CSV
3/2020	1/2020	116617	71	7	1014399	L0-1022		4		Y		0		15		0		51		N			10		0		0		0		1	CSV
3/2021	1/2021	120027	79	7	1014399	L0-1022		4		Y		0		5		0		51					18		0		0		0		2	CSV
3/2022	1/2022	123515	31	6	1014399	L0-1022		4		Y		0		0		0		55		C			0		0		0		0		0	CSV
3/2022	1/2022	123514	39	1	1014399	L0-1022		4		Y		0		194		0		51					910		0		0		0		114	CSV
3/2023	1/2023	127443	69	1	1014399	L0-1022		4		Y		0		22		0		51					42		0		0		0		5	CSV
3/2024	1/2024	131627	64	10	1014399	L0-1022		4		Y		0		88		0		51					276		0		0		0		35	CSV
3/2025	1/2025	135212	17	6	1014399	L0-1022		1		Y		0		0		0		51		C			0		0		0		0		0	CSV
3/2025	1/2025	135212	17	7	1014399	L0-1022		4		Y		0		63		0		51					227		0		0		0		28	CSV
4/2015	2/2015	97176	32	2	1014399	L0-1022		4		Y		0		1122		0		51					2,649		0		0		0		331	CSV
4/2016	2/2016	101809	32	11	1014399	L0-1022		4		Y		0		122		0		51					212		0		0		0		27	CSV
4/2017	2/2017	105851	21	4	1014399	L0-1022		4		Y		0		0		0		55		C			3		0		0		0		0	CSV
4/2017	2/2017	105830	37	7	1014399	L0-1022		4		Y		0		275		0		51					877		0		0		0		110	CSV
4/2018	2/2018	109604	10	8	1014399	L0-1022		4		Y		0		0		0		55		C			1		0		0		0		0	CSV
4/2018	2/2018	109519	39	8	1014399	L0-1022		4		Y		0		116		0		51					345		0		0		0		43	CSV
4/2019	2/2019	113402	64	3	1014399	L0-1022		4		Y		0		161		0		51					323		0		0		0		40	CSV
5/2019	2/2019	113724	28	2	1014399	L0-1022		4		Y		0		0		0		55		C			2		0		0		0		0	CSV
4/2020	2/2020	116885	73	6	1014399	L0-1022		4		Y		0		15		0		51		N			9		0		0		0		1	CSV
4/2021	2/2021	120346	80	3	1014399	L0-1022		4		Y		0		5		0		51		N			54		0		0		0		7	CSV

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ...



Reporting History

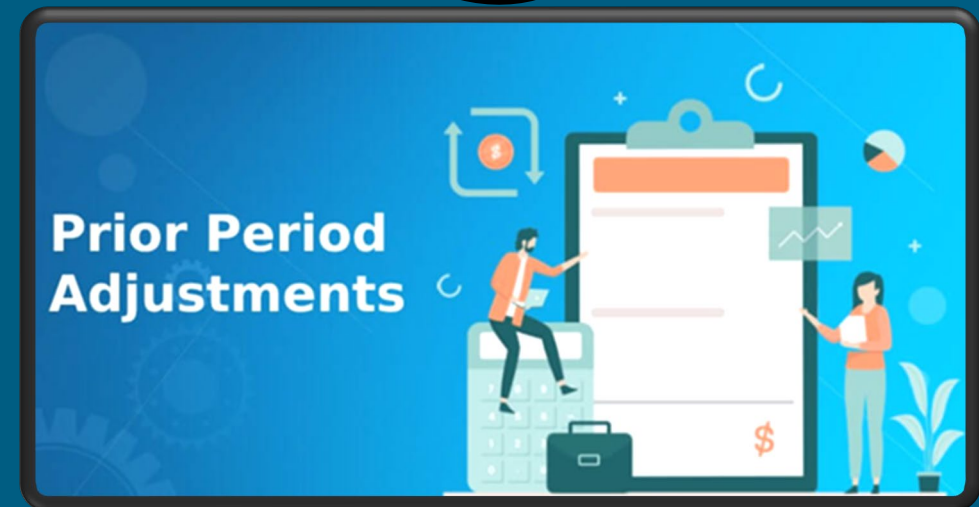
OGRID: [REDACTED]																				
Start Period: All																				
End Period: All																				
Pun: All																				
Lease Prefix: All																				
Lease Sequence Number: All																				
Product Code: All																				
Generated On: 8/14/2025 2:06:25 PM																				
OGRID	RET_ID	PG	LN	REPORT_MTH_YR	SALES_PERIOD	PUN	LEASE	PROD_CDE	VOL_BBLS_MCF	NGL_GAL	BTU_GAS	ARM_IND	TRNS_CDE	GROSS_P ROCEEDS	DEDN_TRNSP	DEDN_MKT	DEDN_PROC	ROYALTY_PAID_A MT	DESC	REJ_IND
[REDACTED]	96659	32	1	Mar-15	Jan-15	1014399	L0-1022	4	986	0	0	Y	51	2544	0	0	0	318	CSV	
	101395	32	5	Mar-16	Jan-16	1014399	L0-1022	4	72	0	0	Y	51	122	0	0	0	15	CSV	
	105521	20	13	Mar-17	Jan-17	1014399	L0-1022	4	0	0	0	Y	55	4	0	0	0	1	CSV	
	105635	37	12	Mar-17	Jan-17	1014399	L0-1022	4	325	0	0	Y	51	1145	0	0	0	143	CSV	
	109223	39	13	Mar-18	Jan-18	1014399	L0-1022	4	84	0	0	Y	51	319	0	0	0	40	CSV	
	109222	22	3	Mar-18	Jan-18	1014399	L0-1022	4	0	0	0	Y	55	1	0	0	0	0	CSV	C
	113137	62	9	Mar-19	Jan-19	1014399	L0-1022	4	228	0	0	Y	51	596	0	0	0	75	CSV	
	116617	71	7	Mar-20	Jan-20	1014399	L0-1022	4	15	0	0	Y	51	10	0	0	0	1	CSV	N
	120027	79	7	Mar-21	Jan-21	1014399	L0-1022	4	5	0	0	Y	51	18	0	0	0	2	CSV	
	123515	31	6	Mar-22	Jan-22	1014399	L0-1022	4	0	0	0	Y	55	0	0	0	0	0	CSV	C
	123514	39	1	Mar-22	Jan-22	1014399	L0-1022	4	194	0	0	Y	51	910	0	0	0	114	CSV	
	127443	69	1	Mar-23	Jan-23	1014399	L0-1022	4	22	0	0	Y	51	42	0	0	0	5	CSV	
	131627	64	10	Mar-24	Jan-24	1014399	L0-1022	4	88	0	0	Y	51	276	0	0	0	35	CSV	
	135212	17	6	Mar-25	Jan-25	1014399	L0-1022	1	0	0	0	Y	51	0	0	0	0	0	CSV	C
	135212	17	7	Mar-25	Jan-25	1014399	L0-1022	4	63	0	0	Y	51	227	0	0	0	28	CSV	
	97176	32	2	Apr-15	Feb-15	1014399	L0-1022	4	1122	0	0	Y	51	2649	0	0	0	331	CSV	
	101809	32	11	Apr-16	Feb-16	1014399	L0-1022	4	122	0	0	Y	51	212	0	0	0	27	CSV	
	105830	37	7	Apr-17	Feb-17	1014399	L0-1022	4	275	0	0	Y	51	877	0	0	0	110	CSV	
	105851	21	4	Apr-17	Feb-17	1014399	L0-1022	4	0	0	0	Y	55	3	0	0	0	0	CSV	C
	109519	39	8	Apr-18	Feb-18	1014399	L0-1022	4	116	0	0	Y	51	345	0	0	0	43	CSV	
109604	10	8	Apr-18	Feb-18	1014399	L0-1022	4	0	0	0	Y	55	1	0	0	0	0	CSV	C	
113724	28	2	May-19	Feb-19	1014399	L0-1022	4	0	0	0	Y	55	2	0	0	0	0	CSV	C	
113402	64	3	Apr-19	Feb-19	1014399	L0-1022	4	161	0	0	Y	51	323	0	0	0	40	CSV		
116885	73	6	Apr-20	Feb-20	1014399	L0-1022	4	15	0	0	Y	51	9	0	0	0	1	CSV	N	
120346	80	3	Apr-21	Feb-21	1014399	L0-1022	4	5	0	0	Y	51	54	0	0	0	7	CSV	N	



Prior Period Adjustments (PPAs)

When making PPAs, research must be done to ensure that back outs out are an exact match to the original reporting and that the rebooked lines are reported correctly.

Reporting History
comes in handy
here!





Backout/Rebook Examples

PUN	LEASE	SEQ	MTH	YR	PRD	TRN	ARM IND	OIL VOL	GAS VOL	NGL (GAL)	BTU (GAS)	GRS PROCD	TRNSP	MKT	PROC	ROY PAID	ROY COMP	Notes
1233521	E1	170	7	2023	2	51	Y	11	0	0	0	762	0	0	0	51	95	original book
1233521	E1	170	7	2023	2	51	Y	-11	0	0	0	-762	0	0	0	-95	-95	bad backout with wrong ROY Paid amount
1233521	E1	170	7	2023	2	51	Y	6	0	0	0	411	0	0	0	51	51	rebook with correct gross proceeds
1233521	E1	170	7	2023	2	51	Y	-11	0	0	0	-762	0	0	0	-51	-95	good backout with correct ROY Paid amount
1373387	V0	8169	11	2022	1	51	Y	794	0	0	0	61369	0	0	0	10134	10228	original book paid to incorrect lease/royalty rate of 0.165%
1373387	V0	8169	11	2022	1	51	Y	-794	0	0	0	-61369	0	0	0	-10134	-10228	good backout - all info matches original line
1373387	V0	4094	11	2022	1	51	Y	794	0	0	0	61369	0	0	0	10228	10228	rebook to correct lease and correct royalty rate of 0.16667%
1548132	99	9999	1	2024	1	51	Y	12656	0	0	0	922464	3799	0	0	122010	122010	original book
1548132	99	9999	1	2024	1	51	Y	-12656	0	0	0	-922464	-3799	0	0	-122010	-122010	good backout
1398263	VB	489	1	2024	1	51	Y	1582	0	0	0	115308	475	0	0	21531	21531	rebook to assigned PUN and lease
1398263	X0	647	1	2024	1	51	Y	7910	0	0	0	576540	2375	0	0	71771	71771	rebook to assigned PUN and lease
1398263	X0	694	1	2024	1	51	Y	3164	0	0	0	230616	949	0	0	28708	28708	rebook to assigned PUN and lease



Reporting Without a PUN

Question: How do I report without a PUN?



Reporting Without a PUN

If you have a well generating revenue and are ready to begin paying royalties but don't have an assigned PUN:

- 1. Report the royalty using the last 7 digits of the API**
 - No reporting to dummy leases i.e.: 99-9999**
2. Contact Compliance or use the PUN Inquiry screens to obtain the assigned lease so royalties are paid correctly.



Accessing the PUN Inquiry

NEW MEXICO STATE LAND OFFICE
Oil Conservation Division State Land Office Tax and Revenue Department ONGARD

Royalty Online Filing

Welcome to the new ONGARD Online filing Web Site. This is the unified login process for all Royalty Online Filing transactions.

ONGARD Online Filing Logon
[Logon to the Updated ONGARD Online Filing \(click here\)](#)

New to Royalty Online Filing? Please view the [Royalty Online Filing Getting Started Packet \(click here\)](#) for more information.

New to C115B Online Filing? Please view the [C115B Online Filing Getting Started Packet \(click here\)](#) for more information.

Need PUN/Lease information? Please view the [Royalty PUN Inquiry website \(click here\)](#)

To reset your password or for support [Royalty Online Filing Support \(click here\)](#).

Before Logging In

NEW MEXICO STATE LAND OFFICE
New Mexico Oil and Gas Unified Online Filing

Welcome - Portal Login Page

New Mexico Oil and Gas Unified Online Filing

Sender Id:
Password:

[Reset Password? \(click here\)](#)
[Get help activating your account? \(click here\)](#)

Need PUN/Lease information? Please view the [Royalty PUN Inquiry website \(click here\)](#)

Ver. 05.24.2023

While Logging In

NEW MEXICO STATE LAND OFFICE
New Mexico Oil and Gas Unified Online Filing

Menu Options
[Select OGRID](#)
[Contact Us](#)

Account Options
[Manage Account Info](#)
[Change Password](#)

Administrator Options
[User Accounts](#)
[Advanced Account Options](#)

Welcome - New Mexico Oil and Gas Unified Online Filing

Choose an OGRID:

Select an Activity:

[FAQ | User Manual](#) [Royalty PUN Inquiry website \(click here\)](#)

After Logging In



PUN/Lease Inquiry Screens

The PUN Inquiry screens are available to assist remitters 24/7 with inquiries related to PUNs, leases, allocations, etc. .

<http://web.slo.state.nm.us/Applications/RoyaltyPunInquiry/>

A User ID and Password is not needed to access these screens.

PUN Searches

PUN Details Information

PUN Lease Information

PUN Well Completion Information

API Pool Inquiry

PUN History Inquiry

OGRID PUN Inquiry

Well Completion to
PUN/OGRID Inquiry

Other Options

Allocation Percentages
and Beneficiary Information

Wells Related to Leases



API Pool Inquiry

API Pool Inquiry

Search Criteria:

API ST CODE: **30 - NEW MEXICO**

API COUNTY CODE: **15 - Eddy** ▼

API WELL IDN: **48132** (Optional, 5 digits)

API POOL IDN: (Optional, 5 digits)

POOL NAME: (Optional, first few characters)

☐ Show Printable Version

Search

2 rows returned.

 [Export To Excel \(click here\)](#)

API	WELL NUM	POOL ID	POOL NAME	PUN ATTACHED	PUN EFF DTE	PUN TERMN DTE
30-015-48132	233H	96413	PALMILLO;BONE SPRING, SOUTHWEST			
30-015-48132	233H	97257	TRAVIS; BONESPRING(O)	1398263	12/7/2022	12/31/9999



PUN/Lease Information

PUN Lease

Search Pun Lease Information

Enter PUN:

☒ Active ☐ De-Active

Lease Prefix: Lease Sequence:

Search

Clear

3 Active Leases were found.

 [Export Grid To Excel \(click here\)](#)

Pun	Royalty Rate	Lease Information	Property Name
1398263	0.18750	VB-0489	WALKER 35 34 33 STATE COM
1398263	0.12500	X0-0647	WALKER 35 34 33 STATE COM
1398263	0.12500	X0-0694	WALKER 35 34 33 STATE COM



NM STATE LAND OFFICE

ACCOUNT REVIEWS



Account Reviews

PURPOSE: To ensure valid assessments are paid/corrected and valid credits are applied appropriately.

Revenue Analysts provide assistance to remitters to minimize the number of notices generated; Compliance Analysts validate all outstanding notices older than 90 days.

Compliance Analysts will prepare and email the remitter a collection letter and copy of each outstanding notice.

If notices remain outstanding after 60-days, a second collection letter is sent. If notices remain outstanding after 30 additional days, collection efforts are escalated and may involve Audit and/or Legal.



Collections Process

If actively working with Compliance to clear notices, the 60-day requirement may be extended.

All validated assessments represent outstanding liabilities due to the NMSLO regardless of the age of the notice.

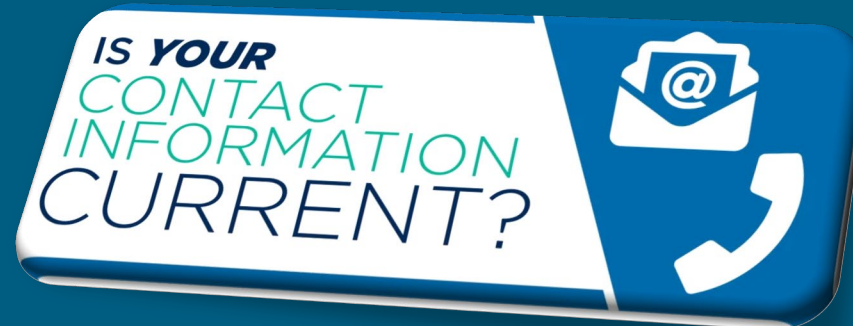




Collections Process

Staff is available to assist remitters with clearing computational errors and providing additional information regarding each notice.

Contact information needs to be current to ensure compliance-related collections are received timely.





Account Notices

Oil and gas royalty notices are issued monthly.

Types of Assessments issued:

- Remittance
- Interest
- Computational

Assessments should be addressed within 30 days of receipt

There is NO statute of limitations on assessments owed.

Types of Credits issued:

- Remittance
- Lease
- Computational

Credits may be used at the remitter's discretion and as applicable.

There IS a statute of limitations on Lease Credits.



Remittance Assessments & Remittance Credits

Remittance Assessments - issued for insufficient payment of the royalty owed on the sum of the return.

Corresponding interest assessment generates.

Remittance assessment must be paid in full prior to paying the corresponding interest assessment.

Partial payments are not permitted.

Remittance Credits - issued for overpayment of the royalty owed on the sum of the return.

May be applied to any future royalties or be used to pay remittance/ interest assessments.

Remittance credits do not expire.



Credits

Question: I used a credit and there should be a balance remaining; can I get the new credit number so I can use it next time?

When applying remittance credits to remittance or interest assessments, any unused portion of the credit will remain under the same credit number and carry forward until it is fully used. A new credit number is only issued if there is an overpayment or if the credit that is applied is in excess of the return amount.



Interest Assessments

Royalty Remittance Interest Assessments – interest on UNPAID royalties.

Generated with remittance assessments and continues to increase in amount each month the remittance assessment remains outstanding and grows on unpaid royalties, NOT on unpaid interest.

Interest is calculated at a compounded rate of 1% monthly until paid.

Royalty Interest Assessments - interest on PAID royalties

Issued when royalty is paid late. Payment is considered late if not paid two months after sales, on or before the 25th of the month.

Interest is not charged on outstanding interest assessments for paid royalties.

No grace period allowed.



Lease Credit

Issued when a remitter overpaid royalty in a previous month where the return has been processed, the accounting month has closed, and the royalty has been distributed to the beneficiary.

- A lease credit is issued if the net value of an amended return is a credit.
- Lease credits are **beneficiary specific**; work with assigned analyst when applying this type of credit to future royalty liabilities.

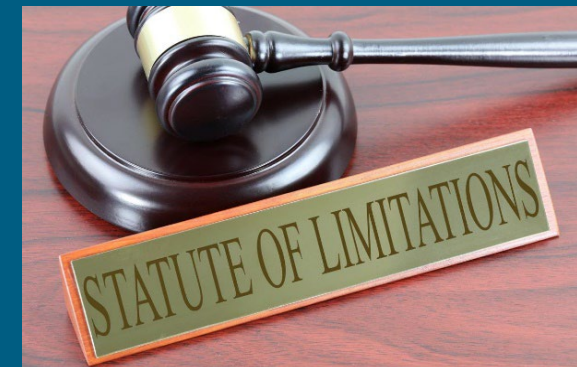


Statute of Limitations

NMSLO statute provides for a **6-year time limit** to recoup royalty payments made and where funds have already been distributed.

*...no initial claim for recoupment shall be made **after six years** from the date on which the initial royalty obligation became due (19-7-59 NMSA 1978, paragraph C).*

No new lease credits will be issued for returns amending sales periods older than 6 years.





Lease Credit

Remitter submits royalty in October 2017

PUN 1151595, Lease B0-1431, Royalty amount \$1,730

Nearly 5 years later in September 2022 remitter discovers royalty was overpaid for the property and lease.

A credit entry is made:

PUN 1151595 Lease B0-1431, Royalty Amount -\$1,730

PUN 1151595, Lease B0-1431, Royalty Amount \$1,520

Lease credit issued for \$210



Lease Credit

Remitter submits royalty in October 2017
PUN 1151595, Lease B0-1431, Royalty amount \$1,730
Seven and a half years later, in **March 2025** remitter discovers
royalty was overpaid for the property and lease.

A credit entry is made:

PUN 1151595 Lease B0-1431, Royalty Amount -\$1,730

PUN 1151595, Lease B0-1431, Royalty Amount \$1,520

Lease credit generates for \$210 which is not available for remitter
use and will be abated as it is outside the 6-year time limit to
recoup payment.



Computational Assessments & Credits

A **Computational Assessment** is issued for underpaid royalty of an individual detail line.

A **Computational Credit** is issued for overpaid royalty of an individual detail line.

Computational Errors occur due to incorrect:

- Gross Proceeds
- Deductions
- Transaction Codes
- Lease royalty rate and/or
Mathematical errors

Computational Errors must be cleared via amended return reversing the line exactly as originally reported and re-reporting the line correctly.



Lease Royalty Rates

Lease Prefix	Royalty Rate %	Term	Issue Date	Lease Prefix	Royalty Rate %	Term	Issue Date
X0, 00	0.125000 1/8	10-YR	1922	L0	0.125000 1/8	10-YR	1967 - 1972
A0	0.125000 1/8	10-YR	1928 – 1931	LG	0.125000 1/8	10-YR	1972 - 1981
BA, BH, B1, B0	0.125000 1/8	10-YR	1928 – 1944	LH, LZ	0.125000 1/8	10-YR	1981 - Present
C0	0.125000 1/8	10-YR	1937	V0, VZ	0.166670 1/6	5-YR	1975 - Present
E0, E1	0.125000 1/8	10-YR	1945 - 1956	VA	0.125000 1/8	5-YR	1984 - Present
OG	0.125000 1/8	10-YR	1956 - 1959	VB	0.187500 3/16	5-YR	1985 - Present
K0	0.125000 1/8	10-YR	1959 – 1967	VC	0.200000 1/5	5-YR	1986 - Present

Recent Legislation increased the top royalty rate offered for Oil & Gas development beginning July 1, 2025. Two new lease prefixes have been assigned:

“SR” leases require a 20% royalty rate and “SG” leases require a 25% royalty rate.



Computational Assessment

EXAMPLE 1: Computational Assessment generates for underpaid royalty based on detail lines paid at incorrect rate

PUN	LEASE	SEQ	MTH	YR	PRD	TRN	ARM IND	OIL VOL	GAS VOL	NGL (GAL)	BTU (GAS)	GRS PROCD	TRNSP	MKT	PROC	ROY PAID	ROY COMPUTED	diff	ROY rate paid
1020421	V0	1697	10	2018	1	51	Y	122	0	0	0	9656	0	0	0	1207	1609	402	0.125
1020421	V0	1697	10	2018	7	51	Y	0	3	112	0	72	2	0	6	8	11	3	0.125
																1215	1620	405	

EXAMPLE 2: Computational Assessment does not generate since royalty was calculated and paid at correct rate

PUN	LEASE	SEQ	MTH	YR	PRD	TRN	ARM IND	OIL VOL	GAS VOL	NGL (GAL)	BTU (GAS)	GRS PROCD	TRNSP	MKT	PROC	ROY PAID	ROY COMPUTED	diff	ROY rate paid
1020421	V0	1697	10	2018	1	51	Y	122	0	0	0	9656	0	0	0	1609	1609	0	0.16667
1020421	V0	1697	10	2018	7	51	Y	0	3	112	0	72	2	0	6	11	11	0	0.16667
																1620	1620	0	



Computational Credit

\$34 Computational Credit generated for overpaid royalty based on calculation of detail line at incorrect royalty rate

PUN	LEASE	SEQ	MTH	YR	PRD	TRN	ARM IND	OIL VOL	GAS VOL	NGL (GAL)	BTU (GAS)	GRS PROCD	TRNSP	MKT	PROC	ROY PAID	ROY COMPUTED	diff	ROY rate paid
1324875	E0	9055	8	2020	1	51	Y	102	0	0	0	3334	0	0	0	451	417	-34	0.135

No computational credit generated as line was paid with correct royalty rate

PUN	LEASE	SEQ	MTH	YR	PRD	TRN	ARM IND	OIL VOL	GAS VOL	NGL (GAL)	BTU (GAS)	GRS PROCD	TRNSP	MKT	PROC	ROY PAID	ROY COMPUTED	diff	ROY rate paid
1324875	E0	9055	8	2020	1	51	Y	102	0	0	0	3334	0	0	0	417	417	0	0.125



NM STATE LAND OFFICE

WEB APPLICATIONS FOR NOTICES



Royalty Outstanding Billing Statement

Menu Options

- Select OGRID
- Contact Us

Account Options

- Manage Account Info
- Change Password

Welcome - New Mexico Oil and Gas Unified Online Filing

[Hello, There is a new SLO Announcement: Analyst Lookup for Online Filing \(click here\)](#)

Choose an OGRID:	<input type="text"/>
	<input type="text"/>
Select an Activity:	<div><div>Upload a Royalty CSV File</div><div>Royalty Online Web Filing (RPD)</div><div>Royalty Suspense</div><div>Royalty Reported Detail History</div><div>Royalty Payment History</div><div>Royalty Outstanding Billing Statement</div><div>Royalty Remittance Document Request</div><div>Royalty Status and History</div></div>
	<input type="button" value="Go"/>

Same screen, different search



Notice Type	Notice No.	0 to 30	31 to 60	61 to 90	91 to 120	120 PLUS	
LC	C0025479	-1006.00					Detail
LC	C0025478	-1142017.00					Detail
CM	C0025477	-5000.00					Detail
LC	C0025476	-3860.00					Detail
LC	C0025475	-3860.00					Detail
LC	C0025474	-2929.00					Detail
LC	C0025473	-1659.00					Detail
LC	C0025472	-1024510.00					Detail
IN	A0047553	80904.00					Detail
IN	A0047552	58838.00					Detail
1 2 3 4 5 6 7							



Royalty Outstanding Billing Statement

Notice Detail

Ogrid Name: [REDACTED]
Ogrid Id: [REDACTED]
Notice No.: A0046706
Notice Type: IN
Return Id: 134593
Issue Date: 1/31/2025
Rpt Mth/Yr: 1/2025
Orig Amt: \$1,171,328.00
Balance: \$1,171,328.00

Back

Notice Detail

Ogrid Name: [REDACTED]
Ogrid Id: [REDACTED]
Notice No.: C0025482
Notice Type: LC
Return Id: 136073
Issue Date: 6/30/2025
Rpt Mth/Yr: 6 /2025
Orig Amt: (\$698,690.00)
Balance: (\$698,690.00)

Back



Royalty Outstanding Billing Statement

Notice Detail

Ogrid Name: [REDACTED]

Ogrid Id: [REDACTED]

Notice No.: C0025477

[Detail](#)

Notice Type: CM

Return Id: 136070

Issue Date: 6/30/2025

Rpt Mth/Yr: 6 /2025

Orig Amt: (\$5,000.00)

Balance: (\$5,000.00)

[Back](#)

Computational Notice Detail

One detail line was found for the notice number 'C0025477'.

[Download as a CSV \(click here\)](#)

OGRID	SALES PERIOD	PUN	LEASE	PRD CDE	TRNS CDE	ARM LEN IND	VOL OIL BBLs	VOL GAS MCF	VOL NGLS GALN	AVE BTU GAS	GRS PROCD	ALLOW DEDN TRNSP	ALLOW DEDN MKT	ALLOW DEDN PROC	ROY RPT PD AMT	NGL CR AMT	ROY COMPUTED AMT	Diff
[REDACTED]	01/2021	1384520	E05894	1	51	Y	-6219	0	0	0	-315119.00	-4410.00	0.00	0.00	-33839.00	0.00	-38839.00	-5000.00



Computational Process

The generated CSV file ensures backout lines are exactly as previously reported.

The user would need to update the appropriate values in the rebook lines, the header information, and royalty amounts, format for filing and submit.

Use the Pre Submission Calculation Tool before submitting

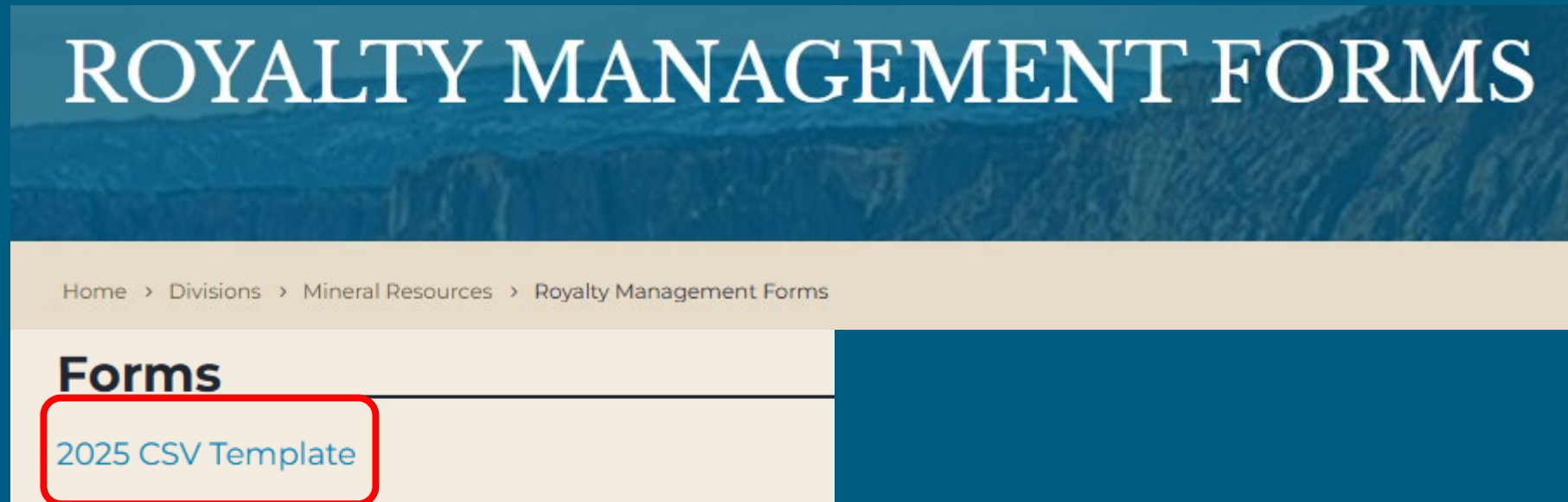
TYPE	RETURN SL	OGRID	XMIT CON	SENDER ID	FINAL RTN	REMIT YO	ACCEL SAL	ACCEL RO	TOT ROY R	TOT INT R	TOT ASSM	TOT ROY II	REG CR AN	LEASE CR	ACCEL CLN	ACCEL CLI	TOT CR TA	TOT ADV	TOT REMI	PMT TYPE	I-O CHECK
5	8/28/2025		0	OGSJLB	N	Y	0	0	0	0	0	0	0	0	0	0	0	0	0	1	I
REC TYPE	OGRID	SALES PER PUN		LEASE	PRD CDE	TRN CDE	ARMS LEN	VOLUME	MNGL GAS	BTU NUM	GROSS PR	TRANSP D	MKT DED	GAS PROCT	TOTAL RO	REPORTER	REPORTER REF				
6		121	1384520	E05894	1	51	Y		0	0	0	315119	4410	0	0	33839	0	AMENDED-RTN			
6		121	1384520	E05894	1	51	Y		0	0	0	-315119	-4410	0	0	-33839	0	AMENDED-RTN			



CSV RATE TOOL

2025 CSV Template is available on our website!

<https://www.nmstatelands.org/divisions/oil-gas-and-minerals/royalty-management-forms/>





CSV RATE TOOL



RECORD TYPE 6 - OGR2 Detail																	
Field Name	OGRID	SALE MTH/YR NUM	PUN	LEASE	PRD CDE	TRN CDE	ARMS LEN IND	VOL MCF BBLs	NGLS GAL	BTU NUM	GROSS PROCEEDS	TRANSP DED	MKT DED	GAS PROCESSING DED	TOT ROY PAID	REPORTERS USE	REPORTERS REF
Field Description	Oil and Gas Reporting Identifier	Sales month/year	Number used to report on a distinct property, pool, OGRID	Lease Identifier	Product type	Transaction code for detail line entry	Arms Length Indicator	Volume of Production reported as Oil-BBLS; Gas-MCF	Volume of NGLS in Gallons	BTU/Value	Report Actual (whole) Dollars received for sale of	Allowable Transportation Deduction	Allowable Deduction for Market Preparation	Gas Processing Deduction	Total Royalty Paid Amount	Reporters Use	Reporters Reference
Type	Numeric	Numeric	Numeric	Alpha Numeric	Numeric	Numeric	Alpha	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Alpha	Alpha
Max	6	4	7	6	2	2	1	9	7	5	7	7	9	9	9	20	20
Validation	Must be same as OGRID listed on header row (OGR-1).	MMYY	Must be 7 digits. See Royalty PUN Inquiry. If no PUN found, please enter the last 7 digits of the property's API number	If lease is unknown, please see Royalty PUN Inquiry link.	One or two digit code. See Product Codes tab.	Two digit code. See Transaction Codes tab.	*Y* if arms-length transaction or *N* if not	Can be negative, 0 or greater.	Can be negative, 0 or greater.	Can be negative, 0 or greater.	Can be negative, 0 or greater.	Can be negative, 0 or greater.	Can be negative, 0 or greater.	Can be negative, 0 or greater.	Gross proceeds less deductions, multiplied by royalty rate % - see table. Can be negative, 0 or greater. (Negative royalties allowed only on backout/reversal lines)	Can be blank. Some remitters use the property name or other reference here.	Can be blank. Some remitters use the property name or other reference here.
6	123456	125	1189624	E05229	1	51	Y	670	0	0	52768	487	0	0	6535	0	0
6	123456	125	1189624	E05229	4	51	Y	160	0	1361	90	0	0	0	11	0	0
6	123456	125	1189624	E05229	11	51	Y	3289	11235	1156	8952	231	0	2825	738	0	0
6	123456	125	1350149	VB0054	1	51	Y	931	0	0	72792	970	0	0	13467	0	0
6	123456	125	1350149	VB0054	3	51	Y	799	0	1034	1295	464	0	914	0	0	0
6	123456	125	1350149	VB0054	4	51	Y	59	0	1316	122	0	0	0	23	0	0
6	123456	125	1350149	VB0054	7	51	Y	279	6252	0	4032	547	0	384	581	0	0
6	123456	125	1371548	VO4902	1	51	Y	1980	0	0	154718	2061	0	0	25494	0	0
6	123456	125	1371548	VO4902	3	51	Y	10369	0	1032	16778	6033	0	8717	339	0	0
6	123456	125	1371548	VO4902	4	51	Y	795	0	1252	1561	0	0	0	261	0	0
6	123456	125	1371548	VO4902	7	51	Y	1213	78177	0	50002	6856	0	4847	6396	0	0
6	123456	125	1407896	VC0955	1	51	Y	4572	0	0	369194	6147	0	0	72609	0	0
6	123456	125	1407896	VC0955	3	51	Y	5765	0	995	11862	3970	0	7702	38	0	0
6	123456	125	1407896	VC0955	4	51	Y	633	0	1379	1837	0	0	0	367	0	0
6	123456	125	1407896	VC0955	7	51	Y	2404	69833	0	34142	0	0	0	6828	0	0
6	123456	125	7654321	SR4321	1	51	Y	4572	0	0	369194	6147	0	0	72609	0	0
6	123456	125	7654321	SR4321	4	51	Y	633	0	1379	1837	0	0	0	367	0	0
6	123456	125	7654321	SR4321	11	51	Y	8169	69833	995	46004	3970	0	7702	6866	0	0
6	123456	125	1234567	SG1234	1	51	Y	4572	0	0	369194	6147	0	0	90762	0	0
6	123456	125	1234567	SG1234	4	51	Y	633	0	1379	1837	0	0	0	459	0	0
6	123456	125	1234567	SG1234	11	51	Y	8169	69833	995	46004	3970	0	7702	8583	0	0
6	123456	125	1350149	LO6293	1	65	Y	2785	0	0	217652	2899	0	0	26844	0	0
6	123456	125	1350149	LO6293	11	44	Y	3223	18693	1034	15927	3024	0	3283	9620	0	0

PRE-SUBMISSION CALCULATION TOOLS - THESE COLUMNS MUST BE DELETED/CLEARED			
RMD Royalty Calculation	Difference from reported amount	Is reported value acceptable? If within \$1 of reported amount, ok to submit, if not, must be corrected.	Do Deductions Exceed Gross Proceeds? If no, ok to submit, if yes, must be corrected.
6535	0	Ok to Submit	Ok to Submit
11	0	Ok to Submit	Ok to Submit
737	-1	Ok to Submit	Ok to Submit
13467	0	Ok to Submit	Ok to Submit
-16	-16	Must Correct	Must Correct
23	0	Ok to Submit	Ok to Submit
581	0	Ok to Submit	Ok to Submit
25443	-51	Must Correct	Ok to Submit
338	-1	Ok to Submit	Ok to Submit
260	-1	Ok to Submit	Ok to Submit
6383	-13	Must Correct	Ok to Submit
72609	0	Ok to Submit	Ok to Submit
38	0	Ok to Submit	Ok to Submit
367	0	Ok to Submit	Ok to Submit
6828	0	Ok to Submit	Ok to Submit
72609	0	Ok to Submit	Ok to Submit
367	0	Ok to Submit	Ok to Submit
6866	0	Ok to Submit	Ok to Submit
90762	0	Ok to Submit	Ok to Submit
459	0	Ok to Submit	Ok to Submit
8583	0	Ok to Submit	Ok to Submit
10738	-16106	Must Correct	Ok to Submit
9620	0	Ok to Submit	Ok to Submit



UNAPPLIED PAYMENTS



Common Errors for Unapplied Payments

Please include the OGRID number and assessment number on the check's memo line or send an email to the Processing Analyst with payment details if it's a current assessment or the Compliance Analyst that may have contacted you regarding an unapplied payment.


Before submitting payment, make sure belongs to the NMSLO and not another agency.

The **Royalty Division** does not handle payments for Oil & Gas rentals, Oil & Gas leases, water leases, Rights-of-Way or business lease payments.

The more detail given on the payment ensures proper credit and avoids additional issues.



**Include the notice/payment coupon, or
reference the assessment # on the check**


State of New Mexico
Commissioner of Public Lands
 310 OLD SANTA FE TRAIL P.O. BOX 1148
 SANTA FE, NEW MEXICO 87504-1148

STEPHANIE GARCIA RICHARD
COMMISSIONER

(505) 827-5760
 Fax: (505) 827-5766
 www.nmstatelands.org

Date: 06/28/22

Royalty Remittance Assessment Notice No: A0040600

OGRID: [REDACTED] Return ID: 117449

Dear Remitter,

A discrepancy exists between the Oil and Gas Royalty Remittance Report (OGR-1) dated 06/25/2020 and the royalty payment submitted.

The assessment balance can be paid by submitting payment with the attached turnaround document sheet and the Oil and Gas Royalty Remittance Report (OGR-1).

A payment or response is requested within thirty (30) days. When you provide a check as payment, you authorize the State of New Mexico to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

If you have any questions, please call the State Land Office at (505) 827-5738, or contact us at:

NM State Land Office
 Royalty Management Division
 Revenue Bureau
 P.O. Box 1148
 Santa Fe, NM 87504-1148
 royaltyrevenue@slo.state.nm.us

Remittance Assessment Details

OGRID: [REDACTED] Date: 06/30/2020
 Return ID: 117449 Assessment No: A0040600

Page/Line/Beneficiary	Assessment Amount	Balance Amount
0002/0009/ 00	140.00	140.00
0002/0010/ 00	20.00	20.00

NEW MEXICO	NEW MEXICO	NEW MEXICO
A0040600RM	372834	19

Issue Date: 06/30/2020
 OGRID: [REDACTED]

OGRID Code	Assessment Number	Assessment Type	Assessment Amount	Assessment Paid
[REDACTED]	A0040600	RM	160.00	

24F02

Mail to: New Mexico State Land Office, P.O. Box 1148, Santa Fe, NM 87504-1148



Remittance Document May be Downloaded Online

NEW MEXICO	NEW MEXICO	NEW MEXICO
<div style="display: flex; justify-content: space-between;"><div>OGR1 REMITTANCE</div><div>OGRID: _____</div></div>		
<div style="display: flex; justify-content: flex-end;"><div>Amount Paid: <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> . <input type="text"/><input type="text"/></div></div>		
<div>OGRID NAME: <div style="border: 1px solid black; height: 100px; width: 100%;"></div></div>		<p><i>When you provide a check as payment, you authorize the State of New Mexico to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.</i></p>
<div style="display: flex; justify-content: space-between;"><div>Form C1.ROY.RMTREQ</div><div>Mall To: NM State Land Office P.O. Box 1148 Santa Fe, New Mexico 87504-1148</div></div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"><div>Cut Here</div><div>Cut Here</div><div>Cut Here</div><div>Cut Here</div></div>		

To be used only for payments made to the Royalty Management Division.



Royalty Remittance Document Request

New Mexico Oil and Gas Unified Online Filing

Welcome - New Mexico Oil and Gas Unified Online Filing

Menu Options

- Select OGRID
- Contact Us

Account Options

- Manage Account Info
- Change Password

Choose an OGRID:

Select an Activity:

- Upload a Royalty CSV File
- Royalty Online Web Filing (RPD)
- Royalty Suspense
- Royalty Reported Detail History
- Royalty Payment History
- Royalty Outstanding Billing Statement
- Royalty Remittance Document Request**
- Royalty Status and History

Go

Same screen, different search



Click Download to Generate Payment Coupon

Unified Online Filing >> Royalty Remittance Document Request

Support

Support

ONGARD Portal

Unified Online Filing

Welcome - Remitter Document Request

Download Remittance Document Now (PDF)

Select OGRID:



NEW MEXICO	NEW MEXICO	NEW MEXICO
OGR1 REMITTANCE	OGRID: <input type="text"/>	
	Amount Paid: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
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Form C1.ROY.RMTREQ	Mail To: NM State Land Office P.O. Box 1148 Santa Fe, New Mexico 87504-1148	
Cut Here	Cut Here	Cut Here



Payments

Payments can be made by check, payable to:
Commissioner of Public Lands
PO Box 1148
Santa Fe, NM 87504

Or submitted via ACH/EFT:

Contact us at royaltyrevenue@nmslo.gov for the banking information

We currently do not offer an online payment option.



STEPS TO ACCESS PAYMENT HISTORY



Accessing Payment History

New Mexico Oil and Gas Unified Online Filing

Menu Options

- Select OGRID
- Contact Us

Account Options

- Manage Account Info
- Change Password

Welcome - New Mexico Oil and Gas Unified Online Filing

Choose an OGRID:	<input type="text"/>
Select an Activity:	<div>Upload a Royalty CSV File Royalty Online Web Filing (RPD) Royalty Suspense Royalty Reported Detail History Royalty Payment History Royalty Outstanding Billing Statement Royalty Remittance Document Request Royalty Status and History</div>
	<input type="button" value="Go"/>

Same screen, different search



Enter Search Parameters



NEW MEXICO STATE LAND OFFICE

Unified Online Filing >> Royalty Payment History

Menu

Payment History

ONGARD Portal

Unified Online Filing

Royalty Payment History

OGRID:

Start Sales Period: /
(MM/YYYY) Month Year

End Sales Period: /
(MM/YYYY) Month Year



Payment History appears and can be exported into Excel

Menu

Payment History

ONGARD Portal

Unified Online Filing

Royalty Payment History

92 records were returned by your search criteria. [Open Search Criteria \(click here\)](#)

Export To Excel (click here)

RETURN ID	PAYMENT RECEIVED DATE	REMIT REF NUMBER	PAYMENT AMOUNT	APPLIED AMOUNT
133136	7/26/2024	21731	157585.32	157585.00
135063	7/30/2024	21807	2002.00	2002.00
133387	8/16/2024	21881	2837.00	2837.00
133477	9/26/2024	22574	51098.00	51098.00
135064	10/28/2024	23229	1575.00	1575.00
133787	11/1/2024	23250	153870.07	153870.00
135750	11/26/2024	23526	147782.00	147782.00
135065	1/18/2025	23909	3155.00	3155.00
134661	2/19/2025	24187	123828.00	123828.00
134900	2/20/2025	24236	129610.00	129610.00
135287	3/21/2025	24594	102314.00	102314.00
135964	5/2/2025	25248	2593.00	2593.00
135964	5/2/2025	25247	3804.00	3804.00
135964	5/3/2025	25246	46.00	46.00
135751	5/23/2025	25321	2059.00	2059.00
135751	5/23/2025	25320	105723.00	105723.00
	7/24/2025	26801	74556.00	

1

2

3

4



Reminder

The Royalty Revenue Processing and Compliance Bureaus are available to assist you in resolving unmatched payments on your account and with filing associated royalty returns if needed.

The more information provided with your payments will help eliminate any potential errors



NM STATE LAND OFFICE

REFUNDS



Refunds

A royalty remitter can apply for a refund for distributed or undistributed funds:

Distributed Funds Refund - For funds previously paid and distributed to the beneficiary.

- Lease Credits

The NMSLO has a set annual appropriation to refund distributed funds; a royalty remitter has a six-year limitation to request a refund on distributed funds.

Undistributed Funds Refund - For funds not previously paid and distributed to the beneficiary.

- Advance royalty deposit
- Erroneous payments (duplicate payments, payments not matched to returns)
- Remittance credits

These funds are like cash and makes the refund process easier.



Notice of Intent to Request Refund

A full Compliance review is done prior to submitting a Claim for Refund and includes a:

- comprehensive account review to ensure outstanding notices have been addressed,
- audit of royalties paid to ensure the royalty reporting contains no issues,
- compliance review with (as applicable):
 - oil and gas lease terms,
 - water and salt water disposal easements,
 - Legal for any legal issues,
 - business lease terms,
 - rights-of-way,
 - surface environment and any other environmental or compliance issue(s) to ensure the account is in good standing.



Refunds

Download the Intent to Request Claim for Refund form:

<https://www.nmstatelands.org/divisions/oil-gas-and-minerals/royalty-management-forms/>

Complete and return the form to the Compliance Bureau at:

royaltycompliance@nmslo.gov

Once the account is deemed to be in good standing, a final validated refund amount and the Claim for Refund form will be provided.



*****Only the Commissioner of Public Lands
can approve or deny a refund request*****



Q & A



Contact Us

We look forward to
hearing from you!

As part of our continued
improvement efforts;
please contact RMD staff
with any suggestions
regarding the information
covered.





NM STATE LAND OFFICE

COMPLIANCE BUREAU

THANK YOU!