



**NEW MEXICO STATE LAND OFFICE
ROYALTY MANAGEMENT DIVISION
P O BOX 1148
SANTA FE, NEW MEXICO 87504-1148
505-476-4574**

OIL AND GAS ROYALTY FILER'S KIT

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This filer's kit contains information regarding oil and gas royalty return filing with the New Mexico State Land Office. Information includes: the ONGARD/RAPS (Oil and Natural Gas Administration Database) system, royalty reporting and payment requirements, web applications, account notices and answers to frequently asked questions. Oil and gas royalty reporting forms can be accessed through the State Land Office website: www.nmstatelands.org

RESOURCES

State Land Office Rulings:

For information concerning rulings, statutes and rules and regulations for oil and gas royalty administered by the New Mexico State Land Office, please contact:

Estevan Baca, Director
Royalty Management Division
(505) 827-1218
ebaca@nmslo.gov

Publications:

To order copies of Royalty informational publications, please contact:

Judy Rivera-Juarez, Administrative Assistant
Royalty Management Division
(505) 476-4574
jjuaraz@nmslo.gov

PUN and Lease Numbers:

If you need assistance obtaining, reviewing, or correcting production unit numbers (PUNs) and related leases, please contact:

Compliance Bureau
Royalty Management Division
(505) 827-3650
royaltycompliance@nmslo.gov

Forms:

You may download all royalty forms with the exception of remittance documents at:

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

If you file royalty electronically, you can request remittance documents online at:

<https://secure.slo.state.nm.us/OnlineFiling/OSOnlinePortal/Login.aspx>

Electronic Filing:

If you do not have a login and password for electronic filing, you can request remittance documents by contacting:

Revenue Bureau
Royalty Management Division
(505) 827-5738
royaltyrevenue@nmslo.gov

OIL AND GAS ROYALTY PROGRAM

The New Mexico State Land Office (Land Office) administers the royalty program on the production and disposition of oil and gas products derived from New Mexico state lands. This includes the processing of hardcopy (paper) and electronic royalty returns, and management and maintenance of associated files and records. The Land Office administers a comprehensive audit and compliance program that examines royalty data for reporting accuracy and compliance with lease terms, statutes, rules, and regulations.

ROYALTY MANAGEMENT DIVISION

The Royalty Management Division (RMD) is structured into three bureaus:

Revenue Bureau

The Revenue Bureau assists with form completion, assessment, and issuance of credit notices, as well as handling royalty payments and addressing questions related to oil and gas royalty returns. Please direct questions and correspondence to:

Dilia Atencio, Revenue Manager
Revenue Bureau
(505) 827-5738
datencio@nmslo.gov

Audit Bureau

The Audit Bureau conducts audits of oil and gas royalties and assists with trespass issues. Please direct questions and correspondence to:

Deya Rivera, Audit Manager
Audit Bureau
(505) 827-5740
royaltyaudit@nmslo.gov

Compliance Bureau

The Compliance Bureau assists with refund requests, outstanding notice collection, clearance of suspended lines, and advance payments. Please direct questions and correspondence to:

Jeri Birge, Compliance Manager
Compliance Bureau
(505) 827-6634
jbirge@nmslo.gov

ONGARD/RAPS

ONGARD/RAPS, the Oil and Natural Gas Administration and Revenue Database is an automated system that supports the oil and gas activities of the Land Office and the Oil Conservation Division (OCD) of the New Mexico Energy, Minerals and Natural Resources Department (EMNRD). ONGARD/RAPS provides a computerized environment where the Land Office and OCD can share oil and gas related information. It provides a foundation for processing the large number of transactions handled by the two agencies. The ONGARD/RAPS website is also the launching point for filing royalty returns electronically and using web-based tools for royalty remitters.

TERMS AND DEFINITIONS

ACCELERATED ROYALTY PAYMENT: A payment for oil and gas royalty submitted within 20 days of the end of the production/sales month. This payment is usually submitted prior to submitting an associated royalty report. 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 funds transfer from your account or to process the payment as a check transaction.

ADVANCE ROYALTY DEPOSIT: A deposit that is equal to the royalty reporter's average monthly royalty payment for the period 4/1 – 3/31 each year. Any royalty reporter whose average royalty exceeds \$25,000 monthly must maintain an Advance Royalty Deposit with the Land Office or must submit royalty payments pursuant to the Accelerated Royalty provisions.

COMPLIANCE ASSESSMENT: A notice of an amount due that is issued as a result of an audit or a compliance review of volume or value.

COMPUTATION ASSESSMENT: A notice of an amount due for underpaid royalty differences on individual detail lines based on ONGARD/RAPS's computation of the data submitted by the royalty reporter. ONGARD/RAPS calculates royalty based on the gross proceeds, less deductions, multiplied by the lease royalty rate for the property.

COMPUTATION CREDIT: A notice for overpaid royalty differences on individual detail lines based on ONGARD/RAPS's computation of the data submitted by the royalty reporter. ONGARD/RAPS calculates royalty based on the gross proceeds, less deductions, multiplied by the lease royalty rate for the property.

CSV (Comma-Separated Value Reporting): A reporting format for electronic oil and gas royalty returns.

INTEREST ASSESSMENT: A notice of interest due for the late payment of oil and gas royalty. For all returns submitted after October 1, 2022, interest is calculated at a rate of 1.0% per month, compounded from the date payment is due until payment is made (see 19-1-13 NMSA, 1978). In addition, if a return is underpaid, and a remittance assessment is generated, a corresponding interest assessment on those unpaid royalties in the remittance assessment will be generated. Payment of remittance assessments must be made in full and processed before payment of the corresponding interest assessments. For all returns received before October 1, 2022, interest is calculated at the rate of 1.25% per month or portion of a month beginning when payment is due until payment is made (see 56-8-3 NMSA, 1978).

TERMS AND DEFINITIONS, cont'd

LEASE: A six-digit alphanumeric code used to designate a specific lease property. Calculation of royalty due is based on the royalty rate assigned to this lease number. The lease number is part of the royalty reporting detail record.

LEASE CREDIT: A notice of overpayment of previously distributed royalty funds. This credit can be applied to future royalties due to the same beneficiary.

ONGRID: The Oil and Gas reporter's identification number. This number is generated by ONGARD/RAPS when the oil and gas account is created.

OGR Report: A monthly report submitted to the Land Office by remitters to report volumes, proceeds, deductions, and royalty due on New Mexico State Trust Lands.

OGR-1: First page of the OGR Report. This report summarizes the details contained in the report.

OGR-2: Component of the OGR Report. This form details the volumes, gross proceeds, deductions, and royalty due on New Mexico State Trust Lands on a PUN/Lease/Sales Period/Product Code basis.

ONGARD/RAPS: The Oil and Natural Gas Administration and Revenue Database.

Production Unit Number (PUN): A unique identifier for one or more well completions. The number is assigned based on master operator, property name identification and pool, including Unitization and Communitization agreements. The PUN is part of the royalty reporting detail record.

REMITTANCE: A payment submitted by the royalty filer and posted to the ONGARD/RAPS system. 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 funds transfer from your account or to process the payment as a check transaction.

REMITTANCE ASSESSMENT: A notice of underpayment of the total royalty due on the return as reported by the royalty remitter. This is often generated when the payment submitted is less than the sum of the royalty due on the OGR-2, or may result from rejected credit lines with reporting errors.

REMITTANCE CREDIT: A notice of overpayment of the total royalty due on the return as reported by the royalty remitter. This is generated when the payment submitted is greater than the sum of the royalty due on the OGR-2.

SUSPENDED DETAIL LINE: A detail line from the OGR-2 that has been suspended due to an invalid PUN, Lease, or other critical error. The royalty associated with the line cannot be distributed until the invalid detail is corrected and the line is removed from suspense.

OIL AND GAS ROYALTY RETURNS

Oil and natural gas producers operating in New Mexico are required to file monthly royalty returns. The oil and gas activities that occurred during the production/sales month must be reported at the PUN/Lease level for each property for which the reporter is responsible as long as the property (lease, communitization or unitization) continues to produce. The return must include detailed production and sales information for each PUN/Lease.

A royalty return consists of an OGR-1 Summary Report form, an OGR-2 Detail Report form(s), a remittance document, and a royalty payment. A remittance document is not required if the payment is electronically submitted i.e. EFT.

OGR-1 Oil and Gas Royalty Summary Report: This form is used to summarize the monthly activity for all properties being reported. The OGR-1 Summary Report must also include information on total royalties paid, credits applied, assessments paid, and any changes to their advance payment balance.

OGR-2 Oil and Gas Royalty Detail Report: This form is used to report line-item detail for each transaction.

OGR-1 Remittance Document: The remittance document must accompany the royalty payment. It is used to correctly post the payment to the specific OGRID account and royalty return. A remittance document is not required if the payment is electronically submitted i.e. EFT.

Royalty Payment: A payment for the total amount due on the royalty return. Electronically transmitted payments must meet Land Office requirements. A payment is not required if the total amount due on a return is less than \$1.00 (one dollar). 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 funds transfer from your account or to process the payment as a check transaction. The OGRID number must be included to ensure payments are credited to the proper account. Late payments are subject to interest; payments initiated on, but received after the due date, are deemed late.

DUE DATES

Royalty returns must be submitted on or before the twenty-fifth (25th) day of the second month after the production/sales month. For example, a return for the 01/2025 sales period must be postmarked or electronically transmitted on or before 03/25/2025.

Royalty payment due dates are established by rule and vary according to the reporter's status as a SMALL (average monthly state royalty payments less than \$25,000) or LARGE (average monthly state royalty payments greater than \$25,000) royalty payer.

SMALL royalty payers must submit their royalty payment by the 25th day of the second month following the production/sales month for which the report is required.

LARGE royalty payers are required to submit payment by the 20th day after the end of the production/sales month. These payers can submit their payment and return by this due date or employ one of the following methods to remit payment:

1. Accelerated Royalty Payment: The royalty filer must submit a payment amount equal to the state royalty due for the reporting period by the 20th day of the month following the production/sales month. This payment is made prior to the submission of the royalty return which contains detailed data. The associated return is not due until the 25th day of the second month following production/sale. 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 funds transfer from your account or to process the payment as a check transaction.

2. Advance Royalty Payment: The royalty filer must submit an advance payment amount that will remain on deposit with the Land Office. If the Land Office holds this deposit, the remitter has until the 25th day of the second month following the production/sale month to submit the royalty return and associated payment. The deposit amount must be equal to the reporter's average monthly royalty payment based on the twelve monthly payments for most recent period 4/1 – 3/31 each year. For example, if a reporter's monthly payment average for the previous twelve months through the latest March 31st is \$30,000, the Advance Royalty Deposit would be \$30,000.

The Advance Royalty Deposit amount is recalculated annually, and the Land Office will send out a notice of Advance Payment beginning June 1st of each year. This notice will include the increase or decrease required based on the remitter's payment history for the calculation period. The calculation period is the twelve-month period from April 1 to March 31. If the amount of the remitter's existing Advance Royalty Deposit is less than the amount required for the current year, the remitter must submit the difference to the Land Office by July 25th. If the amount of the remitter's existing Advance Royalty Deposit is more than the amount required for the current year, the remitter can apply the excess advance payment as a credit on future royalty. Advance Royalty Deposits may be considered for refund if the credit value is high or if the remitter is no longer operating in NM. A complete compliance review is required for all refunds.

Royalty filers who fail to make timely payments will be assessed interest. For all returns submitted after October 1, 2022, interest is calculated at the rate of 1.0% per month compounded beginning when payment is due until payment is made (see 19-1-13 NMSA, 1978). For all returns received prior to October 1, 2022, interest is calculated at the rate of 1.25% per month or portion of a month beginning when payment is due until payment is made (see 56-8-3 NMSA, 1978).

ROYALTY RETURN PAYMENTS

Remitters may pay for royalties via check or Electronic Funds Transfer (EFT). Online payments are currently not accepted.

Payment of royalties or assessments must be matched to a corresponding royalty return. Payments without a paper return, web return, or CSV cannot be applied to your account and are not in compliance with reporting requirements.

Check Payments

Checks must be postmarked on or before the due date to be considered timely. Please mail checks to:

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

Please include a remittance document with your OGRID number and name to ensure the payment is credited to the proper account.

NEW MEXICO	NEW MEXICO	NEW MEXICO
OGR1 REMITTANCE		OGRID: _____
		Amount Paid: .
OGRID NAME: 		<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>
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

EFTs

Please contact royaltyrevenue@nmslo.gov to request the banking information to submit EFTs. The OGRID number must be included to ensure payments are credited to the proper account. Late payments are subject to interest. Payments initiated on, but received after the due date, are deemed late.

ROYALTY RETURN RESOURCE INFORMATION

ONGARD Royalty Calculation:

*(Gross Proceeds – Deductions) * Royalty Rate %*

ROYALTY RATES		PRODUCT CODES		
LEASE PREFIX *	ROYALTY RATE	PRODUCT #	PRODUCT NAME	
X0	12.500%	1	Oil	
00	12.500%	2	Oil Condensate	
A0	12.500%	3	Gas, processed (residue) gas	
BA	12.500%	4	Gas, wet	
BH	12.500%	5	Oil, other liquid hydrocarbons	
B1	12.500%	7	Gas Plants Products	
B0	12.500%	11	Gas, Wellhead natural gas	
C0	12.500%	14	Oil, lost *	
E0	12.500%	16	Gas lost, flared or vented	
E1	12.500%	17	Carbon Dioxide gas (CO2)	
OG	12.500%	* Royalties are due on unrecovered spilled oil in excess of 10 BBLs		
K0	12.500%	TRANSACTION CODES		
L0	12.500%	CODE #	TRANSACTION NAME	FREQUENCY OF USE
LG	12.500%	43	Royalty in kind payment	Rare
LH	12.500%	44	Royalty in trespass payment	Infrequent
LZ	12.500%	49	Unit contraction/expansion	Infrequent
SG	25.000%	51	Regular payment	Frequent
SR	20.000%	52	Estimated payment	Rare
V0	16.667%	53	Correction of estimated payment	Rare
VZ	16.667%	54	Appeal/Court action payment	Rare
VA	12.500%	55	Audit and Compliance exception payment	Frequent
VB	18.750%	59	Settlement payment	Rare
VC	20.000%	60	Transfer of royalty payment	Rare
		63	Compensatory royalty payment	Rare
		65	Stripper Well reduced royalty payment	Frequent
* Lease Prefix character is Zero, not the letter "O"				
** Use exactly 16.667% for royalty calculation to match system calculation				

ROYALTY RETURN RESOURCE INFORMATION

Below are some sample detail lines. The highlighted cells are the minimum required fields to be completed for each product code type.

Oil - Product Code 1

PUN	LEASE	SEQ	MTH	YR	PRD	TRN	ARM IND	VOLUME	NGL (GALLON)	BTU (GAS)	GRS PROCD	TRNSP	MKT	PROC	ROY PAID
1234567	V0	2443	1	2025	1	51	N	7195	0	0	532295	0	0	0	88718

Oil Condensate - Product Code 2

PUN	LEASE	SEQ	MTH	YR	PRD	TRN	ARM IND	VOLUME	NGL (GALLON)	BTU (GAS)	GRS PROCD	TRNSP	MKT	PROC	ROY PAID
1234567	VB	693	1	2025	2	51	N	1951	0	0	144348	0	0	0	27065

Gas, Wet - Product Code 4 (*Deductions Not Allowed*)

PUN	LEASE	SEQ	MTH	YR	PRD	TRN	ARM IND	VOLUME	NGL (GALLON)	BTU (GAS)	GRS PROCD	TRNSP	MKT	PROC	ROY PAID
1234567	VB	693	1	2025	4	51	Y	12242	0	0	49638	0	0	0	0

Gas, Wellhead Natural Gas - Product Code 11

PUN	LEASE	SEQ	MTH	YR	PRD	TRN	ARM IND	VOLUME	NGL (GALLON)	BTU (GAS)	GRS PROCD	TRNSP	MKT	PROC	ROY PAID
1234567	VB	693	1	2025	11	51	Y	10247	39417	1051	41551	0	0	0	7791

Gas, Processed- Product Code 3 (Residue) and Product Code 7 (Gas Plant Products)

Residue volume = Nearest MCF for residue gas. Plant Products = Wellhead MCF – Residue MCF.

PUN	LEASE	SEQ	MTH	YR	PRD	TRN	ARM IND	VOLUME	NGL (GALLON)	BTU (GAS)	GRS PROCD	TRNSP	MKT	PROC	ROY PAID
1234567	VB	651	1	2025	3	51	Y	3921	0	1031	14808	3222	211	1020	1942
1234567	VB	651	1	2025	7	51	Y	5285	36208	0	24183	3821	0	2553	3339

Gas Lost, Flared or Vented - Product Code 16

PUN	LEASE	SEQ	MTH	YR	PRD	TRN	ARM IND	VOLUME	NGL (GALLON)	BTU (GAS)	GRS PROCD	TRNSP	MKT	PROC	ROY PAID
1234567	V0	8426	1	2025	16	51	Y	83	0	1290	300	0	0	0	50

Allowable Deductions

- Post production costs to make the product merchantable

Non-Allowable Deductions

- New Mexico Gas Processors Tax
- Low Volume Fees, Throughput Fees or Low Margin Fees
 - Penalties
 - Marketing fees
- Any other costs incurred not related to make the product merchantable

ROYALTY RETURN SUBMISSION

Oil and gas royalty filers have three methods available to submit royalty returns to the Land Office. These three methods are: the submission of paper royalty return forms, electronic filing using the CSV format, and electronic filing using the ONGARD/RAPS online royalty filing application. Electronic filing of royalty returns requires an internet connection. In addition, each electronic filer must obtain a user ID and password. We encourage the filing of returns electronically. All returns have the same due dates regardless of the method of submission.

RETURN FILING UTILIZING PAPER FORMS

A paper royalty return consists of the following forms:

- OGR-1 Summary Report – this form summarizes the information contained within the royalty return. In addition, this form is used to report the use of credits, payment of assessments, and reporting of advance deposit payment or use of advance payment credit.
- OGR-2 Detail Report – this form is used to report production detail information and to amend previously reported detail information. It is on this form that volumes, gross proceeds, deductions and royalty due are detailed on a PUN/Lease/Sales Period/Product Code basis.
- OGR – Remittance Document – this form is used if the remitter is paying the royalty amount due with a check. The OGR Remittance Document must accompany the check to ensure that the payment is credited to the correct remitter. A remittance document is not required if the remitter is making payment through electronic means such as ACH or EFT. 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 funds transfer from your account or to process the payment as a check transaction.

Copies of these forms and instructions available on our website at:
<http://www.nmstatelands.org/divisions/oil-gas-and-minerals/royalty-management-forms/>

Paper returns and payments are to be mailed to:

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

RETURN FILING UTILIZING PAPER FORMS, cont'd

OGR-1 Summary Report

New Mexico State Land Office

SLO Form OGR-1

OIL & GAS ROYALTY REMITTANCE REPORT (OGR-1)

1. Date Submitted (Month/Day/Year):
2. OGRID Number (in box):
3. Final Return ("Y" or "N" in box):
4. Remitted Return ("Y" or "N" in box):
Sales month/year ____/____
5. Accelerated Royalty Payment: Amount (in box):
6. Total Oil/Gas Royalties: (Total of "State Royalty" column on OGR-2)
7. Total Oil/Gas Interest: (This line is no longer used)
8. Total Assessments Paid: (Attach assessment turnaround documents)
9. **Total Royalty and Assessments Reported:**
10. Total Regular Credit Taken: (Attach credit turnaround documents)
11. Total Lease Credit Taken:
Sales month/year ____/____
12. Use Accelerated Royalty: Payment previously submitted: Amount (in box) ...
13. Total Credit Taken:
14. Net Advance Royalty Payment (or credit): **See instructions:**
15. **Total Remittance:**
16. Type of Payment: (Check below)
 (1)____ Fedwire (2)____ ACH credit (3)____ ACH debit (4)____ Check*

*** 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 funds transfer from your account or to process the payment as a check transaction.**

Postmark Date: _____ Receipt Date: _____	FOR OFFICE USE ONLY Validated Remittance Amt: _____ In/Out Check
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THIS REPORT SUBMITTED BY:

Company Name: _____ Telephone No: _____
 Address: _____ City: _____ State: _____ Zip: _____

This report for the month(s) of ____ 20__ through ____ 20__ consisting of ____ OGR-2 pages has been examined by me and to the best of my knowledge and belief it is true, complete and pursuant to law and regulation.

Name: _____ Title: _____ Date: _____

Signature: _____

RETURN FILING UTILIZING PAPER FORMS, cont'd

The following information is entered on the OGR-1 Summary Report.

LINE	LINE HEADING	ENTER THE FOLLOWING:
1	Date Submitted	The month, day, and year the report is being submitted to the Land Office.
2	OGRID Number	Your assigned oil and gas reporting identification number.
3	Final Return	Enter YES if a final (last) report. Enter NO if not a final report.
4	Remitted Return	Enter YES if payment is being submitted. Enter NO if no payment is due.
5	Accelerated Royalty Payment	This field is no longer used, please leave blank or enter 0.
6	Total Oil/Gas Royalties	Enter the total amount of royalties that you are reporting on this return.
7	Total Oil/Gas Interest	This field is no longer used, please leave blank or enter 0. If paying interest assessments, please use line 8 below.
8	Total Assessments Paid	Enter the total of all assessments being paid on the report. Attach each "Assessment Turnaround Document" page of the assessment notice to the report.
9	Total Royalty and Assessments Reported	Enter the sum of lines 6 and 8.
10	Total Regular Credit Taken	Enter the total of all remittance credits being applied to the report. Do not enter lease credits on this line. Attach each "Credit Turnaround Document" page of the credit notice to the report.
11	Total Lease Credit Taken	Enter the total of all lease credits applied to OGR-2 detail lines of the report.
12	Use Accelerated Royalty	This field is no longer used, please leave blank or enter 0.
13	Total Credit Taken	Enter the sum of lines 10, 11, and 12.
14	Net Advance Royalty Payment (or credit)	Enter the net change you are making to your Advance Royalty Deposit amount. If you are taking a credit for your deposit based on the Advance Payment Notice sent to you, use parentheses to note this amount as a credit.
15	Total Remittance	Enter the sum of line 9 minus line 13 and plus line 14 if increasing advance payment or minus line 14 if taking an advance payment credit. This should be the amount of the payment you submit with the report.
16	Type of Payment	Enter a check in the appropriate block to designate payment type.

RETURN FILING UTILIZING PAPER FORMS, cont'd

OGR-2 Detail Report

SLO FORM: OGR-2

REV: 02/95

NEW MEXICO STATE LAND OFFICE OIL & GAS ROYALTY DETAIL REPORT: (OGR-2)

SLO FORM OGR-2

Company Name _____

Page _____ of _____

OGRID Number _____

Sales Mo/Yr _____

Line	PUN	Lease Number	Product Code	TXN Code	ARMS Length	Volume BBL/MCF	NGL Gallons	BTU Content of GAS	GROSS PROCEEDS	Transportation Deduction	Gas Marketing Prep/Other	Gas Processing Deductions	STATE ROYALTY
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
PAGE TOTAL:													
GRAND TOTAL:													

Note: Round the dollar amounts to the nearest dollar. DO NOT use commas to designate thousands. Oil/Condensate to nearest barrel. NGL to the nearest Gallon.
Gas/Gas Products to the nearest MCF (15.025 P.S.I.A.)

RETURN FILING UTILIZING PAPER FORMS, cont'd

The following information is entered on the OGR-2 Detail Report.

COLUMN HEADING	ENTER THE FOLLOWING:
PUN	Enter the PUN number assigned by the NMSLO. The PUN number must be entered for each line entry. If the PUN is not known, please enter the last 7 digits of the property's API number.
Lease Number	Enter the Lease number as assigned by the NMSLO. The Lease number must be entered for each line entry. Dummy lease numbers are not allowed.
Product Code	Enter the Product Code for the product being sold. The Product Codes are listed under Royalty Return Resource Information.
TXN Code	Enter the Transaction Code for the reporting of the line detail. The Transaction Codes are listed under Royalty Return Resource Information.
Arms Length	Enter Y if the reported sale is an arms-length transaction. Enter N if the reported sale is not an arms-length transaction.
Volume BBL/MCF	Report oil and condensate to the nearest whole barrel. Report unprocessed and wellhead natural gas (product codes 4 or 11) to the nearest MCF metered at the wellhead at a 15.025 PSIA at 60 ° F. For processed gas (product code 3), report to the nearest MCF for residue gas and the MCF equivalent of the reported natural gas liquids (product code 7) Product Code 7 Reporting = Wellhead MCF – Residue MCF.
NGL Gallons	Report the natural gas liquids (all component products in total) to the nearest gallon.
BTU Content of Gas	Report the BTU content of processed natural gas for non-arms-length transactions only.
Gross Proceeds	Enter the value/actual price received for the products before deductions to the nearest whole dollar.
Transportation Deduction	Enter the allowable transportation costs to the nearest whole dollar.
Gas Marketing Prep/ Other Deduction	Enter the allowable marketing and other allowable costs to the nearest whole dollar.
Gas Processing Deduction	Enter the allowable processing costs to the nearest whole dollar.
State Royalty	Calculate and enter the royalty due for each detail line by multiplying the Gross Proceeds column less all deductions by the applicable royalty rate.

RETURN FILING UTILIZING PAPER FORMS, cont'd

Please note the following when completing the OGR-2 form:

- A separate OGR-2 form is required for each sales period being reported.
- Do not enter more than twelve lines of information per OGR-2 form. Each transaction reported on the OGR-2 is identified by page and line number.
- Be sure to distinguish between numeric zero and 1 and alphabetic O and I when entering the lease number.
- Be sure that the correct royalty rate is used to compute the royalty due amount for each reported transaction.
- Contact royaltycompliance@nmslo.gov for assistance if the lease number or PUN is not known or if the PUN or lease is inactive. The Land Office has a web application for PUN/Lease inquiries, which is discussed in further detail in a later section of this filer's kit.
<http://web.slo.state.nm.us/Applications/RoyaltyPunInquiry/Default.aspx>
- If the PUN is not known, please enter the last 7 digits of the property's API number. If you do not know the lease number, please contact the Compliance Bureau at royaltycompliance@nmslo.gov. If a transaction is reported with an invalid PUN or Lease code, a correction must be submitted in a subsequent report as soon as the correct PUN or Lease number is obtained.
- The Land Office is unable to distribute the funds to the appropriate beneficiary when royalty is reported with an invalid PUN and/or lease number. Royalty reported with an invalid PUN and/or Lease will be suspended until the remitter submits the correct PUN and/or Lease. Each month, each remitter who has suspended lines will be emailed a Suspended Detail Line Report. The royalty reporter should contact the Compliance Bureau at royaltycompliance@nmslo.gov for assistance in clearing the suspended transactions.

OGR-1 Remittance Document

The OGR-1 Remittance Document is a pre-printed form that is submitted with all paper checks for royalty payments. This is to ensure that the payment is credited to the proper OGRID for matching to the royalty return submitted. You may request additional remittance documents at any time by emailing royaltyrevenue@nmslo.gov. In addition, if you are an electronic filer and have a login ID and password, you can request the remittance documents online. If you make your royalty payments through EFT methods, you are not required to submit a remittance document.

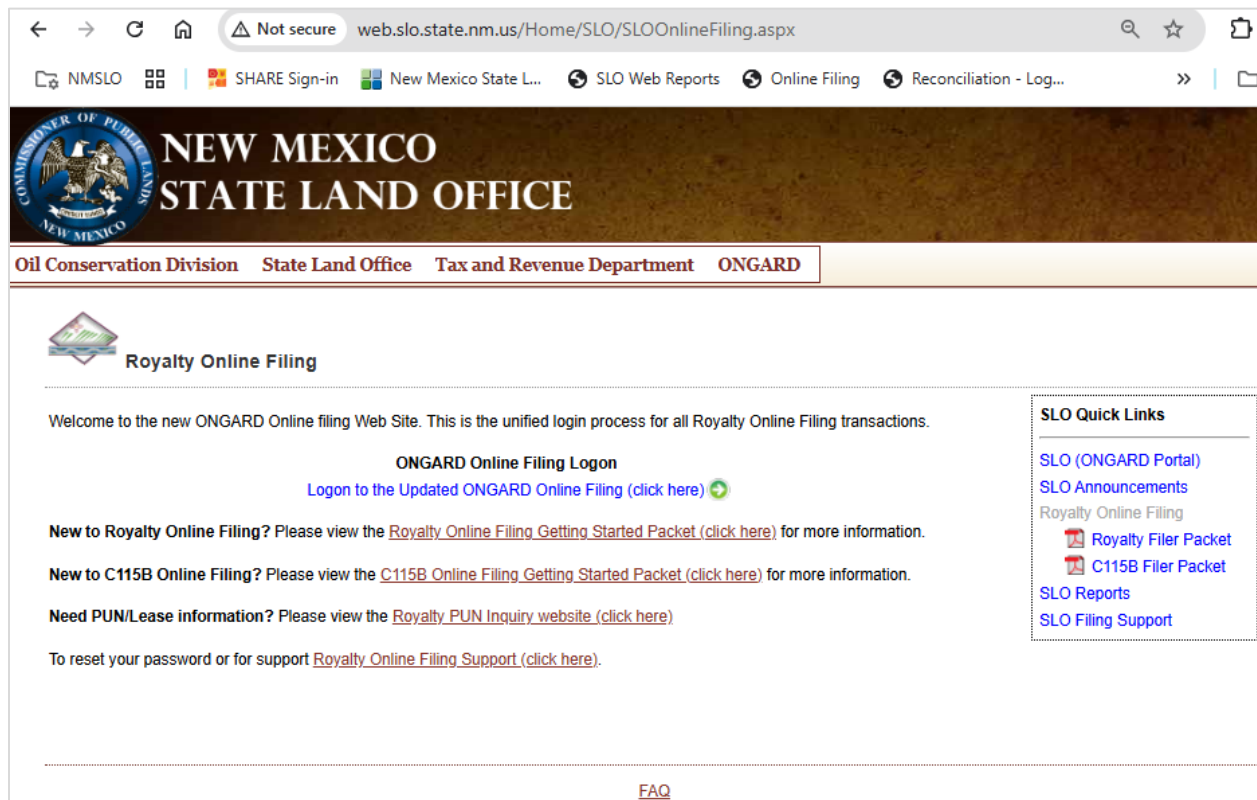
When you provide a check as payment, you authorize the State of New Mexico to either use information from your check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction.

NEW MEXICO	NEW MEXICO	NEW MEXICO
OGR1 REMITTANCE		OGRID: _____
		Amount Paid: .
OGRID NAME: 		<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>
Form C1.ROY.RMTREQ Mail To: NM State Land Office P.O. Box 1148 Santa Fe, New Mexico 87504-1148		

ELECTRONIC FILING

Royalty reporters are strongly encouraged to file electronically. There are two options for electronic reporting, CSV filing and Online Web Filing. Both methods require internet access. The Online Web Filing application is recommended for use by remitters who report less than 50 lines per report. Remitters that report more than 50 lines per report should file their royalty returns electronically using the CSV method.

<http://web.slo.state.nm.us/Home/SLO/SLOOnlineFiling.aspx>



Getting Started

In order to begin filing electronically, the royalty filer must first:

1. Contact the Land Office in order to obtain a user ID and password to enable filing. At that time, we will email you a Contact Information Form to be completed and returned. You may contact either of the following to obtain a user ID and password:

Dilia Atencio
Revenue Manager
(505) 827-5738
datencio@nmslo.gov

Casandra Cano
Deputy Director
(505) 827-5701
ccano@nmslo.gov

2. Once an account is created for you, we will send the primary contact person an email with a link to set up the password.

ELECTRONIC FILING, cont'd

3. Log in with your new Sender ID, Password, and click the "Login" button.

<https://secure.slo.state.nm.us/OnlineFiling/OSOnlinePortal/Login.aspx>

The screenshot shows the 'New Mexico Oil and Gas Unified Online Filing' login page. It has a title bar with the same text. Below the title bar, it says 'Welcome - Portal Login Page'. In the center, there is a box with the title 'New Mexico Oil and Gas Unified Online Filing'. Inside this box, there are two input fields: 'Sender Id:' and 'Password:'. Below these fields is a 'Login' button. At the bottom right of the box, it says 'Ver. 04.15.2025'. Below the box, there are two links: 'Reset Password? (click here)' and 'Get help activating your account? (click here)'. At the very bottom, there is a link: 'Need PUN/Lease information? Please view the Royalty PUN Inquiry website (click here)'.

4. If you have forgotten your password, type your ID into the 'Sender ID' textbox and click the 'Reset Password' link. The primary contact person will receive an email with instructions on how to reset the password.
5. Once you obtain a login and password, our staff can assist you in getting started and walk you through the first filing. If you are going to use the CSV method of electronic filing, you will go through a testing process to ensure that the CSV file being submitted is in the right format. Filers must send an error-free test file before any production data will be accepted electronically. If you use our Online Web Filing application, a member of our staff will assist you in filing your first return.

Available features of the Electronic Filing applications include:

1. Filers have full control over their password and can reset it at their convenience.
2. Filers have the capability to view details and a long history of reported files.
3. Filers can file for multiple OGRIDs, without having to exit and login again.
4. Filers can update their Company Account Information.
5. Announcements and helpful links are available through the Online Filing website.

The screenshot shows the 'SLO Announcements' page. It has a title bar with the SLO logo and the text 'SLO Announcements'. Below the title bar, there are three announcements. The first announcement is titled '2024 CSV Template' and includes a link to a CSV file. The second announcement is titled 'Analyst Lookup for Online Filing - Updated February 2025' and includes a link to an Excel file. The third announcement is titled 'Save the Date - 2025 Royalty Reporting Industry Training' and includes a link to a PDF file. On the right side of the page, there is a 'SLO Quick Links' section with links to 'SLO (ONGARD Portal)', 'SLO Announcements', 'Royalty Online Filing', 'Royalty Filer Packet', 'C115B Filer Packet', 'SLO Reports', and 'SLO Filing Support'.

ONLINE WEB FILING APPLICATION

Once you have successfully logged into the Unified Online Filing site, to file a royalty return using the Online Web Filing application, you will perform the following:

1. Click “Select OGRID” from the left-hand menu.
2. Select the appropriate OGRID from the drop-down list.
3. Select “Royalty Online Web Filing” option from the list of activities.
4. Click on the “Go” button and you will be directed to the Royalty Online Filing application.

The screenshot shows the 'New Mexico Oil and Gas Unified Online Filing' application. On the left, there are three menu sections: 'Menu Options' with 'Select OGRID' and 'Contact Us'; 'Account Options' with 'Manage Account Info' and 'Change Password'; and 'Administrator Options' with 'User Accounts' and 'Import Users'. The main content area is titled 'Welcome - New Mexico Oil and Gas Unified Online Filing'. It contains a 'Choose an OGRID:' dropdown menu with '99999 - Web Filer' selected. Below this is a 'Select an Activity:' section with a list of options: 'Upload a Royalty CSV File', 'Royalty Online Web Filing' (highlighted in blue), 'Royalty Suspense', 'Royalty Reported Detail History', 'Royalty Payment History', 'Royalty Outstanding Billing Statement', and 'Royalty Status and History'. At the bottom right of the main area is a 'Go' button.

5. Using the drop-down button, select the current month's sales period. If you are filing an Amended Return or filing for prior periods not shown on the filing activity, select the most recent sales period as your current month, and enter your data in the Amended Lines tab.
6. Check the 'Automatically Add Leases from Last Return' button to have all of the prior reported Pun/Lease rows inserted in the current month's reporting period.
7. Click the “Go” button to start filing.

The screenshot shows the 'Unified Online Filing >> Oil and Gas Royalties Online Reporting and Filing' application. On the left, there are three menu sections: 'Return Options' with 'Start Web Return' and 'RPD Start Return'; 'Support' with 'Support'; and 'ONGARD Portal' with 'Unified Online Filing'. The main content area is titled 'Welcome'. It contains a 'Sales Return' section with a 'Filing for:' dropdown menu showing '999999 - OGRID NAME'. Below this is a 'Filing Activity:' dropdown menu showing 'Start return for sales in March, 2025'. There is a checkbox labeled 'Automatically add Leases from the last return' which is checked. At the bottom right of the main area is a 'Go' button.

After you have completed this step, you will now enter your royalty return information.

ONLINE WEB FILING APPLICATION, cont'd

CURRENT MONTH

This tab is where you will enter the royalty information for the current month selected.

Add New Detail Line: Click here to create and enter a new detail line. A new window will open where you can enter the royalty information.

The screenshot displays the 'New Mexico State Land Office' website. On the left, a sidebar contains links for 'Return Options' (Start Web Return, RPD Start Return), 'Support' (Support), and 'ONGARD Portal' (Unified Online Filing). The main content area shows the 'Unified Online Filing' tab selected. A modal window titled 'New Return Detail Line' is open, featuring a sub-header 'Manage Detail Line for the Current Month'. The window contains the following fields: 'Sale Period: 3/2025', 'PUN: [text box]', 'Lease: [-please select-] [text box]', 'Prod. Code: [-please select-]', 'Trans. Code: [-please select-]', 'Arms Len: [-please select-]', 'Volume (BBL/MCF): [text box]', 'NGL (GAL): [text box]', 'BTU Num: [text box]', 'Gross Proceeds: [text box]', 'Transportation Deduction: [text box]', 'Other Deductions: [text box]', 'Gas Processing Deduction: [text box]', and 'ROYALTY DUE: [text box]'. A note next to the 'ROYALTY DUE' field states: 'Leave the textbox blank to have Royalty Due automatically calculated.' At the bottom of the modal are 'Save' and 'Cancel' buttons.

You are now ready to begin entering the royalty reporting details. You will notice the Sales Period is encoded as selected in the beginning of this process.

Royalty Return Detail Line Data:

PUN – Enter the PUN number as assigned by the NMSLO. The PUN number must be entered for each line entry. If the PUN is not known, please enter the last 7 digits of the property's API number.

Lease – Enter the Lease number as assigned by the NMSLO. The lease number must be entered for each line entry. If you do not know the lease number, please contact the Compliance Bureau at royaltycompliance@nmslo.gov.

Product Code – Use the drop-down button to select the product code.

Trans. Code – Use the drop-down button to select the transaction code.

Arms Len – Enter “Y” if the reported sale is an Arm’s Length transaction or enter “N” if the reported sale is a Non-Arm’s Length transaction. If left blank, the transaction will default to Y.

ONLINE WEB FILING APPLICATION, cont'd

Volume (BBL/MCF) – Report oil and condensate to the nearest whole barrel. Report unprocessed and wellhead natural gas (product codes 4 or 11) to the nearest MCF metered at the wellhead at a 15.025 PSIA at 60 °F. For processed gas (product code 3), report to the nearest MCF for residue gas and the MCF equivalent of the reported natural gas liquids (product code 7) Product Code 7 Reporting = Wellhead MCF – Residue MCF.

NGL (GAL) – Report the Natural Gas liquids (all component products in total) to the nearest gallon.

BTU Num – Report the BTU content of processed natural gas for non-arms-length transactions only.

Gross Proceeds – Enter the value/actual price received for the products on an entitlement or take basis for the production unit property before deductions. This amount will be rounded to the nearest whole dollar.

Transport Deductions – Enter allowable transportation costs. This amount will be rounded to the nearest whole dollar.

Other Deductions – Enter other allowable costs. This amount will be rounded to the nearest whole dollar.

Gas Processing Deductions – Enter allowable processing costs. This amount will be rounded to the nearest whole dollar.

Royalty Due – The royalty due amount will be calculated by the system by clicking on the Save button.

Once you have entered the detail line and saved it, the screen will appear as:

Manage Sales Return - OGRID NAME, 999999 , Sales Period: March, 2025

Current Month Amended Lines Notices Advanced Payment Methods Summary

The Detail Line for PUN '1392637' has been saved. TN: 202409

[Add New Detail Line \(click here\)](#)

PUN	Lease	Prod. Code	Trans. Code	Arms Len	Volume BBL/MCF	NGL (GAL)	BTU Num	Gross Proceeds	Transportation Deduction	Other Deductions	Gas Processing Deduction	ROYALTY DUE		
1392637	L03358	11	51	Y	1000	250	1000	\$4,000			\$300	\$462	edit	delete
Totals:					1000	250	1000	\$4,000	\$0	\$0	\$300	\$462		

One detail line has been entered for the Return.

Continue this process until all detail line entries are entered.

Edit Detail Data: User has the option to change the detail line entry by clicking the “Edit” link located at the end of the entered line entry. The application will open a working box allowing you to make any required changes.

Delete Detail Data: Click the “Delete” link to delete the entire line entry.

ONLINE WEB FILING APPLICATION, cont'd

AMENDED LINES

This tab is where you will enter amending lines to correct prior reported data. You will need to back out the detail line as previously submitted and enter the corrected line as it should be. In addition, this tab will be used to enter royalty data for sales periods that are outside of the three sales periods you can select.

The screenshot shows the 'Manage Sales Return' interface with the 'Sales Period: March, 2025' header. The 'Amended Lines' tab is selected, showing a message: 'There are no Amendment Lines in this Return. Please enter amendments prior to the reporting period of March, 2025.' A link '+ Enter a New Amendment' is visible.

Enter a New Amendment: Click here to create and enter a new amended line entry; a new window will open.

Details are entered in the same manner as the current month's entries with the following exceptions:

1. Remitter must enter the sales period being reported.
2. Remitter may enter negative values if amending a previously submitted detail line.
3. Remitter must calculate and enter the amount to be entered in the "Royalty Due" field; the system will not calculate and enter the value for you.

The screenshot shows the 'Edit Return Amendment Line' window with the 'Manage Amended Detail Line' form. The form includes fields for 'Current Period: March, 2025', 'Sale Period' (MM/YYYY), 'PUN', 'Lease' (99), 'Prod. Code' (1 -- OIL (BBLs)), 'Trans. Code' (51 -- Regular Payment), 'Arms Len' (Yes), 'Volume (BBL/MCF)', 'NGL (GAL)', 'BTU Num', 'Gross Proceeds', 'Transportation Deduction', 'Other Deductions', 'Gas Processing Deduction', and 'ROYALTY DUE'. A link 'Estimate Royalty Due' is next to the 'ROYALTY DUE' field. 'Save' and 'Cancel' buttons are at the bottom.

ONLINE WEB FILING APPLICATION, cont'd

- **Amended Returns to Clear Suspense** – Amended returns or return detail to clear suspended detail lines must be submitted in a separate report from any other amended reporting or new sales period reporting.
- **Amended Returns to Adjust Prior Periods** – There are various reasons to amend prior period reporting, and therefore must be addressed differently by the type of adjustment needed. Please note that due to the research involved in processing an amended return, no return may be submitted to amend reporting for more than 12 sales periods (1 year) in a single return, and must be split into multiple returns for more than 1 year of amendments:
 - Amendments submitted to clear computational notices – must be submitted in a separate report from any other amended reporting or new sales period reporting.
 - Amendments which have a net royalty amount due – must be submitted in a separate report from any other amended reporting or new sales period reporting.
 - Amendments which have a net royalty credit – may be submitted with other reporting for new sales, but should be reviewed against previous reporting data to ensure that backout/reversal entries match historical reporting received and processed by the Land Office. You can download your historical reporting Online Filing.

<http://web.slo.state.nm.us/Home/SLO/SLOOnlineFiling.aspx>

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
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ONLINE WEB FILING APPLICATION, cont'd

NOTICES

This tab is where you will enter any assessments you are paying or credits you are applying on the royalty return.

To add a new notice, search for the notice by the invoice number. If you want to update or delete a notice use the “Edit” link or “Delete” link on the appropriate notice line in the details section.

Current Month | Amended Lines | **Notices** | Advanced Payment Methods | Summary

TN: 202409

Search:
Invoice Number:

Details:
No notices have been associated with this Return.

Note: Interest on Remittance Assessment notices cannot be paid before associated remittance assessment has been paid in full.

Summary:

Totals		
	Notice Amount	Applied Amount
Assessments	\$0	\$0
Regular Credits	\$0	\$0
Lease Credits	\$0	\$0
Net Payment or (Credit)	\$0	\$0

- 1. Invoice Number:** Enter the notice number that you are reporting on the return and click “Go”. The system will retrieve the notice detail information

Filing >> Oil and Gas Royalty

Manage Sales Return - XTO ENERGY

Current Month | Amended Lines | **Notices** | Advanced Payment Methods | Summary

Search:
Invoice Number: A0047082

Details:

Search by Invoice Number A0047082
Manage Invoice Details

Invoice Number: A0047082
Invoice Type: IN
Invoice Balance: \$232
Amt.
Paid/Taken:

Filing >> Oil and Gas Royalty

Manage Sales Return - XTO ENERGY

Current Month | Amended Lines | **Notices** | Advanced Payment Methods | Summary

Search:
Invoice Number: C0025274

Details:

Search by Invoice Number C0025274
Manage Invoice Details

Invoice Number: C0025274
Invoice Type: RM
Invoice Balance: \$11,114
Amt.
Paid/Taken:

- 2. Amt. Paid/Taken:** Enter the amount being paid on the assessment or the amount being applied from the credit.
- 3.** Click the “Add Invoice” button to save the information.

ONLINE WEB FILING APPLICATION, cont'd

ADVANCED PAYMENT METHODS

This tab is used to enter a current accelerated royalty payment you are making, a past accelerated royalty payment you are applying to detail on this return, and Advance Royalty Deposit increases or decreases.

The screenshot shows the 'Manage Sales Return' application interface. At the top, it says 'Sales Period: March, 2025'. Below this are tabs: 'Current Month', 'Amended Lines', 'Notices', 'Advanced Payment Methods' (which is selected), and 'Summary'. The main content area is titled 'Advanced Payment Methods' and contains three sections:

- Accelerated Royalty Payment**: Includes a date field 'for Sales month / year: [] / [] MM/YY', an 'Accelerated Payment Amount' input field, and a 'Save (click here)' button.
- Use Accelerated Royalty**: Includes a date field 'for Sales month / year: [] / [] MM/YY', an 'Amount used' input field, and a 'Save (click here)' button.
- Net Advance Payment (see instructions)**: Includes an input field and a 'Save (click here)' button.

There is a small text 'TN: 202409' in the top right corner of the form area.

1. **Accelerated Royalty Payment:** This field is no longer used; please leave blank.
2. **Use Accelerated Royalty:** This field is no longer used; please leave blank.
3. **Net Advance Payment:** Enter the Advance Deposit amount you will be paying with this return. If you have been informed that you can take a credit for Advance Payment, enter the credit amount being taken as a negative.

Please see the Advance Royalty Deposit Guidance document for full details on the advance royalty deposit requirements.

ONLINE WEB FILING APPLICATION, cont'd

SUMMARY

This tab is used to complete and file your royalty return. The system has automatically summarized all of the information entered. Please review and ensure that all values are as expected. If a discrepancy is found, return to the tab where the information is incorrect and make the necessary adjustments. There are items on this summary page that the royalty filer must complete. They are:

1. **Final Sales Return:** This should always be "No". If you will not be filing royalties, you must contact the Land Office and inform them of the reason that you will no longer file.
2. **Type of Payment:** Using the drop-down button, select the type of payment. The options are Check, FedWire and ACH Debit.
3. **Check Type:** This field is only required if the payment type is a check. Using the drop-down, select "in-state" or "out-of-state" to indicate where the banking institution you are using is located. 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 funds transfer from your account or to process the payment as a check transaction.

The final step is submitting the royalty return. Once you have reviewed the information to determine that it is accurate, click "Submit Return". At that time, a box will appear stating that you affirm the information you are submitting has been examined by you and is in accordance with all laws and regulations. Click "OK" to submit the return.

Manage Sales Return -

Sales Period: March, 2025

Current Month

Amended Lines

Notices

Advanced Payment Methods

Summary

Return Summary

Tracking Number: 202410

Submission Status: Pending

Date Submitted:

OGRID Number:

Final Sales Return (You will never file with State of New Mexico again): No

Save (click here)

Current Sales Month Oil and Gas Royalties

Amendments to Prior Filings

Assessments Paid \$232.00

Accelerated Royalty Payment \$0.00

Total Royalty & Assessments Due: \$232.00

Total Regular Credits Taken \$0.00

Total Lease Credits Taken \$0.00

Accelerated Royalty Amount Used \$0.00

Total Credits: \$0.00

Net Advance Payment: \$0.00

Total Remittance \$232.00

Type of Payment Check

Check type In-State Check

Save (click here)

Submit Return

secure.slo.state.nm.us says

By submitting this return, I affirm that it has been examined by me and, to the best of my knowledge and belief, is true, complete and in accordance with law and regulation.

Continue?

OK

Cancel

ONLINE FILING USING CSV

A CSV (Comma Separated Value) file is a spreadsheet or database document that is saved in the CSV format. The CSV format is widely used by other State Governments and the software industry. The format itself is not proprietary, and is widely used by spreadsheet and database vendors. The format can also be created programmatically using any language that can create a text file. The layout consists of fields separated by commas. The CSV format saves on key entry by not requiring fields to be padded with spaces or zeros. It is important to note that commas cannot be used within the field data, as this will introduce extra fields in the record. Remitters to the Land Office most often use Microsoft Excel to create their CSV files, but any program that will save a file in the CSV format is accepted.

CSV FILE LAYOUT

A CSV file consists of record types and data that correspond to the forms to be filed with the Land Office. The record types for royalty returns submitted are as follows:

Record type 5 – Corresponds to the OGR-1 Royalty Summary report and is required in every royalty CSV file submitted to the Land Office. This record type **MUST** be the first line in your CSV File.

Record type 4 – This record type is used to report notices that are to be paid in the case of assessments or the amount to be applied to the return from credit notices. This record type is only required if you are reporting royalty notices.

Record type 6 – Corresponds to the OGR-2 Royalty Detail report and is required when you are submitting any type of royalty detail line.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	5	20240925	123456	202409251	SenderID	N	N	O	O	176598	O	4150	180748	3000	O	O	O	3000	O	177748	1	O	O	NM-ROY
2	4	123456	A0012355	150																				
3	4	123456	A0012456	4000																				
4	4	123456	C0023178	3000																				
5	6	123456	1222	1189624	E05229	1	51	Y	670	O	O	52768	487	O	O	6535	O	O						
6	6	123456	1222	1189624	E05229	3	51	Y	2806	O	1156	2878	231	O	1722	116	O	O						
7	6	123456	1222	1189624	E05229	4	51	Y	160	O	1361	90	O	O	O	11	O	O						
8	6	123456	1222	1189624	E05229	7	51	Y	483	11235	O	6074	O	O	1103	622	O	O						

Once the remitter has gathered the information to file the royalty return, a CSV file can be created. The layouts for the different record types follow on the next pages.

Please refer to the [CSV Template](#) available under Royalty Management Forms on our website. The CSV template also contains “Pre-Submission Calculation Tools” which compare the royalty calculation reported to the ONGARD/RAPS royalty calculation and will notify you if the values are acceptable. These tools ensure that you are meeting the reporting requirements and will help prevent computational errors from generating on your returns.

ONLINE FILING USING CSV, cont'd

Layout for Record Type 5 – Corresponds with Form OGR-1

This line must be the first record type in your CSV File.

Form	Record Type 5 OGR1 Header Record				
Field Order	Field Name	Field Description	Type	Max Field Len	Validation
1	REC TYP	Record type	Numeric	1	Must be "5"
2	RET SUB DTE	Return submit date	Numeric	8	Format (YYYYMMDD) cannot be future date
3	OGRID	Oil and Gas Reporting ID Number	Numeric	6	Validate that OGRID is registered as an electronic Filer
4	XMIT CTL NBR	Unique Sequential Number used to identify the file transmission per OGRID and transaction type	Numeric	9	Must be greater than the last XMIT CTL NBR used in your previous file transmission if your return was accepted (recommend using return submit date)
5	SENDER ID	Login ID for Electronic Filing	Alpha	15	Validate that SENDER ID on CSV file matches the SENDER ID transmitting the return.
6	FINAL RET IND	Final Return or not	Alpha	1	Y, N or Blank
7	REMIT RET IND	Remit Return Indicator	Alpha	1	Y, N or Blank
8	ACCEL ROY SALES MMY	Accelerated Sales month/year	Numeric	4	Field is no longer used, enter 0
9	ACCEL ROY PMT	Accelerated Royalty Payment Amt	Numeric	15	Field is no longer used, enter 0
10	TOT ROY RPT	Total Royalty reported	Numeric	15	Sum of total roy paid in detail lines; can be negative or positive
11	TOT INT RPT	Total Interest reported	Numeric	15	Field is no longer used, enter 0
12	TOT ASSMNT PD AMT	Total of Assessments paid	Numeric	15	Cannot be negative - must be 0 or greater
13	TOT ROY & ASSMNT PD	Total Royalty & Assessments Paid Amount	Numeric	15	Can be negative or positive (TOT ROY RPT + TOT ASSMNT PD AMT)
14	REG CR AMT	Total Regular Credits Applied	Numeric	15	Cannot be negative - must be 0 or greater
15	LSE CR AMT	Total Lease Credit Amt Applied	Numeric	15	Cannot be negative - must be 0 or greater
16	ACCEL CLAIM SALES MMY	Report month/year for accelerated payment you are claiming	Numeric	4	MMYY format, can be blank
17	ACCEL CLAIM PMT	Dollar Amount of Payment applied	Numeric	15	Field is no longer used, enter 0
18	TOT CR TAKEN	Total Credit taken	Numeric	15	Field is no longer used, enter 0
19	TOT ADV PMT	Total Amount of Advance Payment paid or taken as credit	Numeric	15	Can be negative or positive
20	TOT REMIT AMT	Total Remittance Amount	Numeric	15	Cannot be negative - must be 0.00 or greater.
21	PMT TYP	Type of Payment	Numeric	2	Accepted values are 01 (Fedwire), 02 (ACH Credit), 03 (ACH Debit), or 04 (Check)
22	IO CHK	Check from In or Out of NM	Alpha	1	Values are "I" or "O"
23	RET POSTM DTE	Postmark Return	Numeric	8	Can be blank, overlaid w/system timestamp
24	REPORTERS REF	Reporters Use	Alpha	20	Can be blank

ONLINE FILING USING CSV, cont'd

Layout for Record Type 4 – Reporting of Assessments Paid or Credits Applied

If applicable, this Record Type must follow Record Type 5.

Form: Record Type 4 OGR2 Invoice Record					
Field Order	Field Name	Field Description	Type	Max Field Len	Validation
1	REC TYP	Record type	Numeric	1	Must be "4"
2	OGRID	Oil and Gas Reporting Identification Number	Numeric	6	Must be same as OGR1
3	INVOICE NUM	Royalty Assessment or Credit Invoice Number	Alpha	8	Invoice number must be 8 digits with "A" being the first digit for assessments and "C" being the first digit for credits. This number can be found on the notice .
4	AMT APPLIED/ PAID	Amount Paid for the reported assessment or applied for the reported credit.	Numeric	9	Cannot be negative – must be 0 or greater. Remittance assessments must be paid in full; no partial payments accepted.

ONLINE FILING USING CSV, cont'd

Layout for Record Type 6 – Corresponds with Form OGR-2

This Record Type must follow Record Type 5 and Record Type 4, if applicable.

Form: Record Type 6 OGR2 Detail Record					
Field Order	Field Name	Field Description	Type	Max Field Len	Validation
1	REC TYP	Record type	Numeric	1	Must be "6"
2	OGRID	Oil and Gas Reporting IDentifier	Numeric	6	Must be same as OGRID listed on header row (OGR-1).
3	SALE MTH/YR NUM	Sales month/year	Numeric	4	MMYY
4	PUN	Number used to report on a distinct property, pool, OGRID	Numeric	7	Must be 7 digits. If the PUN is not known, please enter the last 7 digits of the property's API number
5	LEASE	Lease Identifier	Alpha Numeric	6	If the lease is unknown, please contact the Compliance Bureau
6	PRD CDE	Product type	Numeric	2	Consists of one or two digit code. Product Codes are listed under Royalty Return Resource Information.
7	TRN CDE	Transaction code for detail line entry	Numeric	2	Consists of two digit code. Transaction codes are listed under Royalty Return Resource Information.
8	ARMS LEN IND	Arms Length Indicator	Alpha	1	"Y" if arms-length transaction or "N" if not
9	VOL MCF BBLs	Volume of Oil and Gas Production reported as Oil=BBLs; Gas=MCF	Numeric	15	Can be negative, 0 or greater
10	NGLS GAL	Volume of NGLS in Gallons	Numeric	15	Can be negative, 0 or greater
11	BTU NUM	BTU/Value	Numeric	5	Can be negative, 0 or greater
12	GROSS PROCEEDS	Report Actual (whole) Dollars received for sale of Product before Deductions	Numeric	15	Can be negative, 0 or greater
13	TRANSP DED	Allowable Transportation Deduction	Numeric	15	Can be negative, 0 or greater
14	MKT DED	Allowable Deduction for Market Preparation	Numeric	15	Can be negative, 0 or greater
15	GAS PROCESSING DED	Gas Processing Deduction	Numeric	15	Can be negative, 0 or greater
16	TOT ROY PAID	Total Royalty Paid Amount	Numeric	15	Can be negative, 0 or greater
17	REPORTERS USE	Reporters Use	Alpha	20	Can be blank
18	REPORTERS REF	Reporters Reference	Alpha	20	Can be blank

Here is a sample spreadsheet before being saved in the CSV format and the file transmitted in the CSV format:

Sample CSV - Notepad

	File	Edit	Format	View	Help
5,	20130729,	99999,	1003,	Filer	ID,N,Y,O,O,22458,0,100,22558,0,0,0,0,0,22558,1,I,O,CSV Return
4,	999999,	A1234567,	100,		
6,	999999,	1013,	1053178,	B02359,	1,51,Y,1659,0,0,24726,0,0,0,3091,0,CSV Return,,,,,
6,	999999,	1013,	1053178,	B02359,	1,51,Y,1000,0,0,10000,0,0,0,12500,0,CSV Return,,,,,
6,	999999,	1013,	1056872,	B11297,	1,51,Y,362,0,0,4935,0,0,0,617,0,CSV Return,,,,,
6,	999999,	1013,	1056872,	B11297,	1,51,Y,500,0,0,5000,0,0,0,6250,0,CSV Return,,,,,
6,	999999,	1013,	1056934,	B07897,	4,51,Y,923,0,0,14634,0,0,0,1829,0,CSV Return,,,,,
6,	999999,	1013,	1056934,	B07897,	4,51,Y,0,0,0,-923,0,0,0,-1829,0,CSV Return,,,,,
6,	999999,	1013,	1116033,	E05837,	4,51,Y,2,0,0,32,0,0,0,4,0,CSV Return,,,,,
6,	999999,	1013,	1116033,	E05837,	1,51,Y,0,0,0,-2,0,0,0,-4,0,CSV Return,,,,,
6,	999999,	1013,	1116033,	E05837,	1,51,Y,42,0,0,640,0,0,0,80,0,CSV Return,,,,,
6,	999999,	1013,	1116033,	E05837,	4,51,Y,0,0,0,-42,0,0,0,-80,0,CSV Return,,,,,
6,	999999,	1013,	1116033,	E07360,	4,51,Y,8,0,0,120,0,0,0,15,0,CSV Return,,,,,
6,	999999,	712,	1116033,	E07360,	1,51,Y,0,0,0,-8,0,0,0,-15,0,CSV Return,,,,,
6,	999999,	712,	1116033,	E07360,	1,51,Y,12,0,0,176,0,0,0,22,0,CSV Return,,,,,
6,	999999,	712,	1116033,	E07360,	1,51,Y,0,0,0,-12,0,0,0,-22,0,CSV Return,,,,,
6,	999999,	712,	1116033,	E08570,	1,51,Y,38,0,0,592,0,0,0,74,0,CSV Return,,,,,
6,	999999,	1211,	1116033,	E08570,	1,51,Y,0,0,0,-38,0,0,0,-74,0,CSV Return,,,,,
6,	999999,	1211,	1149906,	B02146,	1,51,Y,2287,0,0,33326,0,0,0,4166,0,CSV Return,,,,,
6,	999999,	1211,	1149906,	B02146,	1,51,Y,0,0,0,-2287,0,0,0,-4166,0,CSV Return,,,,,
6,	999999,	1211,	1149939,	B02146,	1,51,Y,1453,0,0,23398,0,0,0,2925,0,CSV Return,,,,,
6,	999999,	1211,	1149939,	B02146,	1,51,Y,0,0,0,-1453,0,0,0,-2925,0,CSV Return,,,,,

CSV FILE AS TRANSMITTED

ONLINE FILING USING CSV, cont'd

Filing the CSV return

Once you have successfully logged into the Unified Online Filing site you will need to upload the CSV file as follows:

1. Click "Select OGRID" from the left-hand menu.
2. Select the appropriate OGRID from the drop-down list
3. Select "Upload a Royalty CSV File" option from the list of activities.
4. Click on the "Go" button and you will be directed to the Royalty Online Filing application.

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

Administrator Options

- User Accounts
- Import Users

Choose an OGRID: 88888 - Web Filer

Select an Activity:

- Upload a Royalty CSV File
- Royalty Online Web Filing
- Royalty Suspense
- Royalty Reported Detail History
- Royalty Payment History
- Royalty Outstanding Billing Statement
- Royalty Status and History

Go

5. You will then see the below screen to upload your file.
6. Click on "Browse" to open your file directory, where you can select the CSV file to upload.
7. Once the file is selected, click on "Upload" to transmit your file.

Unified Online Filing >> CSV Online Filing

Welcome to the CSV Online Filing application.

Royalty CSV Upload

Step 1: Select your CSV file:

Browse...

Step 2: Upload selected file:

Upload

8. After you have uploaded the file, you will receive an on-screen notice of whether the file was accepted or rejected.
9. If the file was accepted, you can print a confirmation which will list the tracking number of the return you filed.
10. If the file was rejected, you can print a report which details the errors found in your file.

Sample report for CSV file with no errors accepted by ONGARD/RAPS:

ONLINE FILING USING CSV, cont'd

ONGARD - STATE OF NEW MEXICO			
CSV PROCESS ACKNOWLEDGEMENT / DETAIL ERROR REPORT			
		7/2/2013	
Prod Ind: P		2:41 PM	
ROYALTY		Page No: 1	
Transmission Received From: RMD-SLO		FileName: :	SampleFile: csv
OGRID: 99999	Tran Type: 185	File Format: CSV	
Sender ID: Web Filer	Xmit Cntrl Num: 2007	Tracking Num: 104956	

PRE-EDIT SUMMARY OF RETURN	
FOR OGRID CODE	99999
TOTAL SUMMARY LINES READ	1
TOTAL SUMMARY ERRORS	0
TOTAL DETAIL LINES READ	48
TOTAL DETAIL ERRORS	0
TOTAL INVOICE LINES READ	0
TOTAL INVOICE ERRORS	0
TOTAL LEASE CREDIT LINES READ(OGR-2C)	0
TOTAL LEASE CREDIT ERRORS(OGR-2C)	0

No Critical Errors. Return Accepted.

Sample report for file rejected by ONGARD/RAPS listing errors. This is the starting place for fixing your file for resubmission. If you are unable to correct your errors or need help understanding the error messages, contact the Land Office at (505) 827-5738 or (505) 827-5701 and we will be happy to assist you.

ONGARD - STATE OF NEW MEXICO			
CSV PROCESS ACKNOWLEDGEMENT / DETAIL ERROR REPORT			
		4/9/2013	
Prod Ind: P		1:04 PM	
ROYALTY		Page No: 1	
Transmission Received From: RMD-SLO		FileName: comp-	csv
OGRID: :	Tran Type: 185	File Format: CSV	
Sender ID:	Xmit Cntrl Num: 3001	Tracking Num: 101900	

ROW NUM	REC TYPE	FIELD NUM	FIELD NAME	FIELD LENGTH	REPORTED VALUE	STATUS	ERROR DESCRIPTION
30	?	1	REC TYP	1		R	Unrecognized Record Type

PRIOR PERIOD ADJUSTMENTS (PPAs)

AMENDED RETURNS

There are various reasons to amend prior period reporting, and therefore must be addressed differently by the type of adjustment needed. **Netting is not allowed.** You will need to back out the detail line exactly as previously submitted and rebook the corrected line in full.

- **Amended Returns to Clear Suspense** – Amended returns or return detail to clear suspended detail lines must be submitted in a separate report from any other amended reporting or new sales period reporting.
- **Amended Returns to Adjust Prior Periods** – There are various reasons to amend prior period reporting, and therefore must be addressed differently by the type of adjustment needed. Please note that due to the research involved in processing an amended return, no return may be submitted to amend reporting for more than 12 sales periods (1 year) in a single return, and must be split into multiple returns for more than 1 year of amendments or for files with more than 5,000 detail lines:
 - Separating larger amendments that comply with the 12 sales period limitation helps our analysts to manage their workload and also can be reassigned as needed to ensure timely processing. Sales periods must not be mixed among multiple amendments submitted in the same month. Example: Amending all of 2024 sales (meets limitation), total detail lines are 20,000 (does not meet limitation), should be separated at a minimum into 4 separate returns.

January – March 2024	5,000 lines
April - June 2024	5,000 lines
July – September 2024	5,000 lines
October - December 2024	5,000 lines
Total	20,000 lines, sales periods not mixed

- Amendments submitted to clear computational notices – must be submitted in a separate report from any other amended reporting or new sales period reporting.
- Amendments which have a net royalty amount due – must be submitted in a separate report from any other amended reporting or new sales period reporting
- Amendments which have a net royalty credit – may be submitted with other reporting for new sales, but should be reviewed against previous reporting data to ensure that backout/reversal entries match historical reporting received and processed by Land Office. You can download your historical reporting Online Filing.

<http://web.slo.state.nm.us/Home/SLO/SLOOnlineFiling.aspx>

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
---------------------	--

REJECTED RETURNS

The Land Office reserves the right to reject returns that do not comply with reporting requirements. Returns may be rejected for the following reasons:

- Return includes lines that will not result in material changes (no change in volumes/values);
- Return credit lines do not match historical reporting (lines must be backed out as originally entered and then be rebooked and/or changed);
- Return detail lines are attempting to net reporting;
- Return has been submitted with significant errors that would be deemed time-consuming for an analyst to correct in the required time to meet processing deadlines;
- Line errors that have been brought to the remitter's attention with no response or if the response is not timely;
- A new sales return payment is reduced (netted) with a prior period adjustment return credit submitted in the same processing month. A credit number/notice must be generated before a credit can be applied to any return. In many cases, Lease Credits are generated due to the credit returns submitted and cannot always be applied in full. This will cause Remittance Assessments and corresponding Interest to be incurred;
- When returns are submitted for more than one year of sales on one return and submitting extensive lines within the one-year period that are greater than 3,000 lines, and/or
- When payment has not been received after one month of notification of missed payment.

OTHER ONLINE APPLICATIONS

The Land Office offers several online applications to assist remitters. They are:

- **Royalty PUN Inquiry** – search and view PUN, Lease, Well Completion, Allocation Percentages and Beneficiary information
- **Royalty Reported Detail History** – This application allows the royalty filer to search royalty detail they have reported to the Land Office. Royalty Detail History is provided beginning with sales period January 2002
- **Royalty Outstanding Billing Statement** –
- **Royalty Payment History** – This application allows the royalty filer to search the history for payments they have made to the Land Office for royalties.
- **Royalty Suspense** – This application allows the royalty filer to correct suspended detail lines so that funds can be distributed.

ROYALTY PUN INQUIRY

Royalty PUN Inquiry

This application allows the user to search and view PUN, Lease, Well Completion, Allocation Percentages and Beneficiary information extracted from the ONGARD/RAPS system. This application DOES NOT require that the royalty filer have a user id and password for electronic filing. The instructions to access this application are:

Go to <http://web.slo.state.nm.us/Applications/RoyaltyPunInquiry/Default.aspx>

Royalty Pun Inquiry	
Contact Information	Welcome - Contact Information
Home	Welcome to the New Mexico State Land Office Production Unit Number (PUN) Lease Inquiry website.
PUN Searches	This site allows the user to search and view PUN, Lease, and Well Completion data extracted from the ONGARD system. The multiple PUN search screens available, which are listed in the navigation links to the left. Each screen contains instructions explaining how to access the data. If you need further information regarding these screens or additional assistance you may contact us at:
PUN Details Information	Mariana Berg, Compliance Accountant/Auditor
PUN Lease Information	Phone: 505-827-3650
PUN Well Completion Information	Email: mberg@nmslo.gov
API Pool Inquiry	Jeri Birge, Compliance Manager
PUN History Inquiry	Phone: 505-827-6634
OGRID PUN Inquiry	Email: jbirge@nmslo.gov
Well Completion to PUN/OGRID Inquiry	Cassandra Cano, Deputy Director
Other Options	Phone: 505-827-5701
Allocation Percentages and Beneficiary Information	Email: ccano@nmslo.gov
Wells Related to Leases	Estevan Baca, Director
	Phone: 505-827-1218
	Email: ebaca@nmslo.gov

ROYALTY PUN INQUIRY, cont'd

The Menu options and instructions are:

PUN Searches	PUN Details Information – Provides PUN data including PUN type, Operator OGRID name), Property Name, Effective Date and PUN Status (Active or De-active).
PUN Details Information	
PUN Lease Information	PUN Lease Information – Provides leases associated with a PUN, or PUNs associated with a lease.
PUN Well Completion Information	
API Pool Inquiry	PUN Well Completion Information – Provides data for well completions tied to a PUN,
PUN History Inquiry	API Pool Inquiry – Provides PUNs for specific APIs/Pools.
OGRID PUN Inquiry	PUN History Inquiry – Provides well data and operator history for PUN.
Well Completion to PUN/OGRID Inquiry	OGRID PUN Inquiry – Provides all PUNs for an OGRID
Other Options	Well Completion to PUN/OGRID Inquiry – Provides all well completions for a PUN or OGRID.
Allocation Percentages and Beneficiary Information	Allocation Percentages and Beneficiary Information – Provides lease allocation percentages, lessee of record allocation percentages, lessees of record, or lease/beneficiary information for a PUN.

PUN Details Information:

Enter a seven-digit PUN and the screen will display PUN data including PUN type, OGRID name (Operator of the PUN), Property Name, Effective Date and PUN Status (Active or De-active).

Royalty Pun Inquiry

Contact Information
[Home](#)

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](#)

PUN Information Details
☒ Search by PUN ☐ Search by OGRID
Search by Pun Inquiry
Enter PUN:

3 records were found. [Export Grid To Excel \(click here\)](#)

Pun	Pun Type	OGrid Name	Property Name	Effective Date	Status	Gas Royalty Payment Basis
1068296	STUNIT2	BLACK HILLS GAS RESOURCES, INC.	MESCALERO RIDGE UNIT	11/29/1994	A	ENTITLEMENT
1068296	STUNIT2	CIMAREX ENERGY CO. OF COLORADO	MESCALERO RIDGE UNIT	09/01/2001	A	ENTITLEMENT
1068296	STUNIT2	CIMAREX ENERGY CO. OF COLORADO	MESCALERO RIDGE UNIT	07/19/2018	D	ENTITLEMENT

ROYALTY PUN INQUIRY, cont'd

PUN Lease Information:

This option allows the user to view all leases associated with a selected PUN and the applicable royalty rates.

A. Search by PUN Option:

Enter the seven-digit PUN and check either the Active or De-active box. If the Active box is selected, the screen will display active leases attached to the PUN. If the De-active box is selected, the screen will display de-active leases attached to the PUN. You must also select the product kind. The screens will also display the royalty rates associated with the Leases.

Royalty Pun Inquiry											
Contact Information Home 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	PUN Lease Search Pun Lease Information Enter PUN: 1068296 ☒ Active ☐ De-Active Lease Prefix: Select Lease Sequence: Search Clear One Active Lease was found. Export Grid To Excel (click here) <table border="1"> <thead> <tr> <th>Pun</th> <th>Royalty Rate</th> <th>Lease Information</th> <th>Property Name</th> </tr> </thead> <tbody> <tr> <td>1068296</td> <td>0.12500</td> <td>E1-0002</td> <td>MESCALERO RIDGE UNIT</td> </tr> </tbody> </table>			Pun	Royalty Rate	Lease Information	Property Name	1068296	0.12500	E1-0002	MESCALERO RIDGE UNIT
Pun	Royalty Rate	Lease Information	Property Name								
1068296	0.12500	E1-0002	MESCALERO RIDGE UNIT								

B. Search by Lease Option:

Enter the Lease Code and the screen will display all Production Unit Numbers associated with the specified Lease Code. The screen will also display the applicable Royalty Rate.

Royalty Pun Inquiry																							
Contact Information Home 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	PUN Lease Search Pun Lease Information Enter PUN: ☒ Active ☐ De-Active Lease Prefix: V0 Lease Sequence: 3836 Search Clear 4 Active Leases were found. Export Grid To Excel (click here) <table border="1"> <thead> <tr> <th>Pun</th> <th>Royalty Rate</th> <th>Lease Information</th> <th>Property Name</th> </tr> </thead> <tbody> <tr> <td>1024665</td> <td>0.16667</td> <td>V0-3836</td> <td>VACUUM 9205 JV-P</td> </tr> <tr> <td>1168069</td> <td>0.16667</td> <td>V0-3836</td> <td>VACUUM 31</td> </tr> <tr> <td>1233549</td> <td>0.16667</td> <td>V0-3836</td> <td>VACUUM 9205 JV-P</td> </tr> <tr> <td>1278834</td> <td>0.16667</td> <td>V0-3836</td> <td>VACUUM 9205 JV-P</td> </tr> </tbody> </table>			Pun	Royalty Rate	Lease Information	Property Name	1024665	0.16667	V0-3836	VACUUM 9205 JV-P	1168069	0.16667	V0-3836	VACUUM 31	1233549	0.16667	V0-3836	VACUUM 9205 JV-P	1278834	0.16667	V0-3836	VACUUM 9205 JV-P
Pun	Royalty Rate	Lease Information	Property Name																				
1024665	0.16667	V0-3836	VACUUM 9205 JV-P																				
1168069	0.16667	V0-3836	VACUUM 31																				
1233549	0.16667	V0-3836	VACUUM 9205 JV-P																				
1278834	0.16667	V0-3836	VACUUM 9205 JV-P																				

ROYALTY PUN INQUIRY, cont'd

PUN Well Completion Information:

This option allows you to search for PUN information by entering the PUN or the API number.

Royalty Pun Inquiry

Contact Information
Home

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

PUN Well Completion Search

☐ Search by PUN
☒ Search by API

Search by API Inquiry
The screen will allow you to enter the API County Code, the API Well IDN and the Pool IDN. Once the API County Code, API Well IDN and the POOL IDN have been selected, the screen will display the following: (1) the Production Unit Number the well completion is attached to and (2) all PUNs the well completion has been attached to. A drop down box has been included in the API County Code select field. If you search on the county, the screen will display all well completions within the given county. You may then select a well completion to retrieve the desired PUN information.

API State Code: 30 - NEW MEXICO
API County Code: 5-Chaves
API Well IDN:
Pool IDN:

Search
Clear

PUN Well Completion Search

☒ Search by PUN
☐ Search by API

Search by Pun Inquiry
Enter the seven digit PUN and the screen will display information for all well completions attached to the PUN including the API Number, Pool Identification Number, dates for which the well completion was attached to the PUN and the well completion well numbers.

Enter PUN:

Search
Clear

A. Search by PUN Option:

Enter the seven-digit PUN and the screen will display information for all well completions attached to the PUN including the API Number, Pool Identification Number, dates for which the well completion was attached to the PUN and the well completion well numbers.

ROYALTY PUN INQUIRY										
PUN Well Completion Search										
☒ Search by PUN ☐ Search by API										
Search by Pun Inquiry										
Enter PUN: 1125218										
Search Clear										
15 records were found. Export Grid To Excel (click here)										
Pun	State Code	County Code	Well IDN	Pool ID	Pool Name	Effective Date	Termination Date	Well Number	Property Name	Well Stat Code
1125218	30	15	21005	82600	PARKWAY,MORROW, WEST (GAS)	11/29/1994	01/25/2005	002	PARKWAY WEST UNIT	A
1125218	30	15	22367	82600	PARKWAY,MORROW, WEST (GAS)	11/29/1994	02/15/2010	005	PARKWAY WEST UNIT	A
1125218	30	15	22979	82600	PARKWAY,MORROW, WEST (GAS)	11/29/1994	12/31/2005	006	PARKWAY WEST UNIT	A

ROYALTY PUN INQUIRY, cont'd

PUN Well Completion Information:

B. Search by API Option:

Click the API Well # box and the screen will allow you to enter the API County Code, the API Well IDN and the Pool IDN. Once the API County Code, API Well IDN and the POOL IDN have been entered, the screen will display the following: (1) the Production Unit Number the well completion is attached to and (2) all PUNs the well completion has been attached to.

A drop-down box has been included in the API County Code select field. If you search on the county, the screen will display all well completions within the given county. You may then select a well completion to retrieve the desired PUN information.

ry

PUN Well Completion Search

☐ Search by PUN
 ☒ Search by API

Search by API Inquiry

API State Code: 30

API County Code: 25-Lea

API Well IDN: 02091

Pool IDN:

Search

Clear

2 records were found.

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

Pun	State Code	County Code	Well IDN	Pool ID	Pool Name	Effective Date	Termination Date	Well Number	Property Name	Well Stat Code
1149939	30	25	2091	62160	VACUUM;GLORIETA	11/29/1994	12/31/9999	022	BRIDGES STATE SEC. 24	A
1149939	30	25	2091	62160	VACUUM;GLORIETA	11/29/1994	12/31/9999	022	VACUUM GLORIETA WEST UNIT	A

ROYALTY PUN INQUIRY, cont'd

API Pool Inquiry:

This screen allows you to enter the API County Code, the API Well IDN and the Pool IDN. Once the API County Code, API Well IDN and the POOL IDN have been entered, the screen will display the following: (1) the Production Unit Number the well completion is attached to and (2) all PUNs the well completion has been attached to.

A drop-down box has been included in the API County Code select field. If you search on the county, the screen will display all well completions within the given county. You may then select a well completion to retrieve the desired PUN information.

ry

API Pool Inquiry

Search Criteria:

API ST CODE: 30 - NEW MEXICO

API COUNTY CODE: 25 - Lea

API WELL IDN: 02091 (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
30-025-02091	022	62160	VACUUM;GLORIETA	1149939	11/29/1994	12/31/9999
30-025-02091	022	62180	VACUUM;GRAYBURG-SAN ANDRES			

PUN History Inquiry:

Enter a seven-digit PUN and the screen will display PUN data including PUN type, OGRID name (Operator of the PUN), Property Name, Effective Date and PUN Status (Active or De-active).

ry

PUN History Inquiry

Search Criteria:

PUN: 1068296

Show Printable Version

Search

PUN: 1068296

PUN TYPE: STUNIT2

PUN EFFECTIVE DATE: 11/29/1994

[View Well Completions \(click here\)](#)

[View PUN History \(click here\)](#)

Property Name: Mescalero Ridge Unit

Property IDN: 29033

Comm/Unit Name: Mescalero Ridge Unit (Contracted)

Pool IDN: 83280

Pool: Quail Ridge;Morrow (Gas)

Operator IDN: 162683

Master Operator: Cimarex Energy Co. of Colorado

BLM Agreement:

3 rows returned.

Export To Excel (click here)

STATUS	STATUS DATE	OPERATOR	OPERATOR NAME	PROPERTY NAME
ACTIVE	11/29/1994	13925	BLACK HILLS GAS RESOURCES, INC.	MESCALERO RIDGE UNIT
ACTIVE	09/01/2001	162683	CIMAREX ENERGY CO. OF COLORADO	MESCALERO RIDGE UNIT
DE-ACTIVATED	07/19/2018	162683	CIMAREX ENERGY CO. OF COLORADO	MESCALERO RIDGE UNIT

ROYALTY PUN INQUIRY, cont'd

OGRID PUN Inquiry:

Enter the OGRID number and select the Active or De-active option. If the Active option is selected, the screen will display all active PUNs attached to the selected OGRID. If the De-active option is selected, the screen will display all de-active PUNs associated with the selected OGRID.

ry

OGRID PUN Inquiry

Search Criteria:

OGRID: (1 - 6 digit number)

OGRID NAME: (description)

NOTE: Enter OGRID CODE or FIRST FEW CHARECTERS OF THE OGRID NAME for the search

☐ Show Printable Version

Search

PUN Information

for Master Operator:

1781 PUNs returned.

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

PUN	OGRID PUN EFF DTE	OGRID PUN END DTE	PROPERTY ID - PROPERTY NAME
1002459	01/01/1998	12/23/2009	22647-ABRAMS GAS COM A
1002475	01/01/1998	06/03/2010	22648-ABRAMS GAS COM C

Well Completion to PUN/OGRID Inquiry:

This screen will allow you to enter the seven digit PUN and the screen will display information for all well completions attached to the PUN including the API Number, Pool IDN, dates for which the well completion was attached to the PUN and the well completion well numbers, or you may enter your OGRID, and the screen will display all well completion information associated with the selected OGRID.

y

Well Completion(s) associated to PUN(s)

Search Criteria:

Search By PUN:

OR

Search By OGRID:

☐ Show Printable Version

Search

3349 rows returned.

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

PUN	API	WELL NUM	ULSTR	WELL TYPE	STATUS	PROP_IDN	PROPERTY	POOL	PUN TYPE	LAND TYPE
1167144	30-015-02434	522	F-31-20S-28E	O	A	309995	AVALON DELAWARE UNIT	3715	STUNIT1	F
1121293	30-015-21277	001	H-13-23S-29E	G	P	303152	NASH UNIT	47545	STUNIT2	S

ROYALTY PUN INQUIRY, cont'd

Allocation Percentages/Bene Information:

This option allows the user to view the allocation percentages and beneficiary information for a particular PUN. There are several different options for information available. The search is by PUN.

ry

Search Allocation Percentages/Benefit Information

- Enter the seven-digit PUN and check any option box on the screen.
- If the Lease %'s item is selected, the screen will display for the selected PUN: active lease number(s), the assignment number(s), and the number of acres and associated allocation percentages within each active lease and assignment number.
- If the Lessee of Record %'s item is selected, the screen will display for the selected PUN: the Lessee of record name and their associated allocation percentages. The allocation percentages is computed by totaling for each lessee the allocation percentages of each active lease they own within the PUN.
- If the Lessee of Record item is selected, the screen will display for the selected PUN: active lease number(s), the assignment number(s) and the lessee of record name associated with each active lease and assignment number.
- If the Lease/Bene item is selected, the screen will display for the selected PUN: active lease number(s) and the beneficiary associated with each active lease number.

Enter PUN:

Option:

Lease %'s

Search

Lease %'s

Lessee of Record %'s

Lessee of Record

Lease/Bene

- A. **Lease %:** This option will display for a selected PUN, the lease numbers, assignment numbers, number of acres and associated allocation percentages within each lease and assignment number and total state net interest.

ry

Search Allocation Percentages/Benefit Information

[Open Search Criteria \(click here\)](#)

3 Record Returned for

Total State Net Interest : 100%


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

PUN: 1408081.

LEASE NUMBER	ASSIGNMENT NUMBER	ACRES IN PUN	PERCENTAGE IN PUN
A0-4096	24	159.7	49.953081
V0-8451	3	40	12.51173
VB-1359	3	120	37.535189

ROYALTY PUN INQUIRY, cont'd

- B. **Lessee of Record %:** This option will display for a selected PUN the Lessee of Record names and their associated allocation percentages. The allocation percentage is computed by totaling the allocation percentages of each active lease owned by each lessee within the PUN.

ry			
Search Allocation Percentages/Benefit Information			
Open Search Criteria (click here)			
3 Record Returned for PUN: 1408081.			
Total State Net Interest : 100%			
 Export Grid To Excel (click here)			
LEASE NUMBER	ASSIGNMENT NUMBER	ACRES IN PUN	PERCENTAGE IN PUN
A0-4096	24	159.7	49.953081
V0-8451	3	40	12.51173
VB-1359	3	120	37.535189

- C. **Lessee of Record:** This option will display for a selected PUN: active lease numbers, the assignment number and the lessee of record name associated with each active lease and assignment number.

ry			
Search Allocation Percentages/Benefit Information			
Open Search Criteria (click here)			
3 Record Returned for PUN: 1408081.			
 Export Grid To Excel (click here)			
LEASE NUMBER	ASSIGNMENT NUMBER	LESSEE NAME	ALLOCATION PERCENTAGE
A0-4096	24	XTO HOLDINGS, LLC	49.953081
V0-8451	3	COTERRA ENERGY OPERATING E LLC	12.51173
VB-1359	3	COTERRA ENERGY OPERATING E LLC	37.535189

- D. **Lease/Bene:** This option will display for the selected PUN, the active lease number and the beneficiary associated with each active lease number. This option is particularly beneficial when the remitter attempts to apply lease credits to royalty detail lines.

ry	
Search Allocation Percentages/Benefit Information	
Open Search Criteria (click here)	
3 Record Returned for PUN: 1408081.	
 Export Grid To Excel (click here)	
LEASE NUMBER	BENE NUM - BENE NAME
A0-4096	14 - PENITENTIARY INCOME
V0-8451	1 - COMMON SCHOOLS
VB-1359	13 - HED RESIDENT TREATMENT

ROYALTY REPORTED DETAIL HISTORY

This application allows the royalty filer to search royalty detail they have reported to the Land Office. Royalty Detail History is provided beginning with sales period January 2002. This application DOES require that the royalty filer have a user ID and password for electronic filing. The steps to retrieve your company's detail history are as follows:

Once you have successfully logged into the Unified Online Filing site:

1. Click "Select OGRID" from the left-hand menu.
2. Select the appropriate OGRID from the dropdown list
3. Select "Royalty Reported Detail History" option from the list of activities.
4. Click on the "Go" button and you will be directed to the Welcome screen.

5. Select "Detail History" from the left side of the Welcome screen. The following screen will be displayed:

You can choose all or none of the search parameters given. If all fields are left blank, all royalty detail since January 2002 will be displayed. The data can be exported to Excel.

Please note that lines with a REJ IND of "R" were rejected by ONGARD and are not a "valid" line within your reporting history.

ROYALTY PAYMENT HISTORY

This application allows the royalty filer to search the history for payments they have made to the Land Office for royalties. The steps to retrieve your company's payment history are as follows:

Once you have successfully logged into the Unified Online Filing site:

1. Click "Select OGRID" from the left-hand menu.
2. Select the appropriate OGRID from the dropdown list
3. Select "Royalty Payment History" option from the list of activities.
4. Click on the "Go" button and you will be directed to the Welcome screen.

Unified Online Filing >> Royalty Payment History

Menu
Payment History

ONGARD Portal
Unified Online Filing

Welcome

Welcome to the Search Screen for Royalty Payment History as accepted by the New Mexico State Land Office. This screen will allow the user to access all processed and accepted oil and gas royalty payment. The data will be updated on a monthly basis after current month reporting has been processed and accepted in our system.

Legal Disclaimer: "This is the most up to date information available to the State Land Office. The State Land Office does not guarantee the accuracy of this report."

If you have questions or need further clarification about the data being presented, please feel free to contact any of our staff members listed on the "FAQ" link at the bottom of the page.

5. Select "Payment History" from the left side of the Welcome screen. The following screen will be displayed:

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

You can choose to search for a particular date range or to leave the search options blank and all of the payments since January 2002 will be displayed.

An example of the output is pictured below. In addition, the results of any search for Royalty Payment History can be exported into excel.

Unified Online Filing >> Royalty Payment History					
Menu	Royalty Payment History				
Payment History	20 records were returned by your search criteria. Open Search Criteria				
ONGARD Portal	Export To Excel (click here)				
Unified Online Filing					
RETURN ID	PAYMENT RECEIVED DATE	REMIT REF NUMBER	PAYMENT AMOUNT	APPLIED AMOUNT	
134548	1/24/2025	124154574	8838286.00	8838286.00	
134607	1/31/2025	131158977	52758.00	52758.00	

ROYALTY OUTSTANDING BILLING STATEMENT

This application allows the royalty filer to search for outstanding notices for their company that have been issued by the Land Office. The steps to retrieve your company's outstanding notices are as follows:

Once you have successfully logged into the Unified Online Filing site:

1. Click "Select OGRID" from the left-hand menu.
2. Select the appropriate OGRID from the dropdown list
3. Select "Royalty Outstanding Billing Statement" option from the list of activities.
4. Click on the "Go" button and you will be directed to the Welcome screen.

Unified Online Filing >> Royalty Outstanding Billing Statement

Menu
Outstanding Billing
Contact Us (download list)

ONGARD Portal
Unified Online Filing

Welcome
Welcome to the Search Screen for Royalty Outstanding Billing Statement provided by the New Mexico State Land Office.

Legal Disclaimer: "This is the most up to date information available to the State Land Office. The State Land Office does not guarantee the accuracy of this report."

If you have questions or need further clarification about the data being presented, please feel free to contact any of our staff members listed on the "Contact Us" in the upper left hand menu or click on the FAQ link on the bottom of this page.

5. Select "Outstanding Billing" from the left side of the Welcome screen. The list of notices for your account and outstanding balances will be displayed in summary form as shown below. For details on the individual notices, you can click on the "Detail" button that is next to each notice balance.

Filing >> Royalty Outstanding Billing Statement

Royalty Outstanding Billing Statements

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

OGRID Name:
OGRID Id:
Invoices Issued Prior To: 05/01/2025
NET O.S.B. BALANCE: \$936.00
TOTAL CREDIT INVOICE BALANCE: (\$78.00)
TOTAL ASSESSMENT BALANCE: \$1,014.00

Notice Type	Notice No.	0 to 30	31 to 60	61 to 90	91 to 120	120 PLUS	
RM	A0040700					20.00	Detail
CM	C0022149					-3.00	Detail
IN	A0040553					19.00	Detail

Detail Screen:

Unified Online Filing >> Royalty Outstanding Billing Statement

Menu
Outstanding Billing
Contact Us (download list)

ONGARD Portal
Unified Online Filing

Notice Detail
Ogrid Name:
Ogrid Id:
Notice No.: A0040700
Notice Type: RM
Return Id: 117640
Issue Date: 7/31/2020
Rpt Mth/Yr: 7/2020
Orig Amt: \$20.00
Balance: \$20.00

[Back](#)

ROYALTY SUSPENSE

If a royalty filer pays royalties on a detail line with an error that prevents the Land Office from distributing the funds to the proper beneficiary, that detail line and the money attached to it are put into “suspense”. On a monthly basis, the Compliance Bureau notifies each remitter, by email, of lines that are in suspense for their OGRID. The remitter is responsible for correcting these suspended lines so that funds can be distributed. The most common errors that cause lines to go into suspense are:

1. Invalid PUN – This occurs because either the PUN has been entered incorrectly or the PUN has not yet been assigned to the property.
2. Invalid Lease – This occurs because either the lease has been entered incorrectly or the remitter does not have the lease number.
3. Invalid PUN/Lease Combination – This occurs when the PUN is valid and the lease is valid, but the combination of the two is invalid.
4. Invalid Sales Period – This occurs when the remitter reports a detail line outside of the valid sales period for the PUN, lease or both.
5. Invalid product code – This occurs when the remitter reports a detail line with a product code that is not valid.
6. Invalid transaction code – This occurs when the remitter reports a detail line with a transaction code that is not valid.

Once a remitter has been notified that they have suspended detail lines, it is their responsibility to correct those lines as soon as possible. There are two ways to correct suspended detail lines:

1. Remitter submits an amended return with a reversing entry for the suspended detail line and enters the line with correct information. This amended return must be submitted separately from the remitter’s current monthly return. **NOTE:** The detail line must be reversed EXACTLY as it was originally submitted or the reversing line will be rejected by the ONGARD/RAPS system.
2. Remitter uses the “Royalty Suspense” application. This application can ONLY be used if the detail line does not have any other error in addition to the PUN or Lease error. Once a remitter has successfully logged into the Unified Online Filing site, you access the “Royalty Suspense” application as follows:
 - A. Click “Select OGRID” from the left-hand menu.
 - B. Select the appropriate OGRID from the dropdown list
 - C. Select “Royalty Suspense” option from the list of activities.
 - D. Click on the “Go” button and you will be directed to the Welcome screen.

Unified Online Filing >> Royalty Suspense Website	
Menu	Welcome
Suspense Lines	Welcome to the New Mexico State Land Office and the ONGARD Service Center Royalty Suspended Detail website.
ONGARD Portal	
Unified Online Filing	This site allows the user to examine and correct errors causing royalty amounts to be placed in suspense. If you are new to this website, in order to access your company's latest suspended detail report, you must obtain a login id and password. Please call the New Mexico State Land Office at (505) 827-5796 to obtain your company's login id and password.

ROYALTY SUSPENSE, cont'd

- E. Select "Suspense Lines" from the left side of the Welcome screen.
- F. The list of suspended detail lines for your account will be displayed. You will be given the report month in which the detail line was submitted, along with the return ID and the page and line number where the suspended line was reported. An example of the display follows:

Online Filing >> Royalty Suspense Website

SUSPENDED LINE DETAIL

749 detail lines were found for OGRID: [Export To Excel \(click here\)](#)

PUN	LEASE	RPT YR	RPT MTH	SALE YR	SALE MTH	RTN IDN	PG	LN	ROYAMT
2549902	VC - 599	2023	8	2023	6	129287	49	1	32964.00
2549902	VC - 599	2023	8	2023	6	129287	49	2	278.00
2549902	VC - 599	2023	8	2023	6	129287	49	3	670.00
2549902	VC - 18	2023	8	2023	6	129287	49	4	32964.00

- G. The items in red are the errors that caused the detail line to go into suspense. The user can click on the item in red and be directed to a screen where corrections can be made. This screen also displays the error that caused the line to be suspended.

Online Filing >> Royalty Suspense Website

Suspense Correction

PUN/LEASE combination not valid for Sales Month/Year.

[Return to Suspense Lines \(click here\)](#)

OGRID:

OGRID Name:

PUN: 2549902

LEASE: VC 599

SALE MTH/YR: 6/2023

PRODUCT CDE: 1

TRANS CDE: 51

VOLUME/BBL: 2370

VOLUME/MCF: 0

NGL GALLONS: 0

GROSS PROCD: \$164,822.00

NGL CR AMT: \$0.00

TRANS DED: \$0.00

MKT DED: \$0.00

PRC DED: \$0.00

ROY REPORTED: \$32,964.00

ROY COMPUTED: \$32,964.00

Save

- H. Once corrected information has been entered, the user should click "Save" and the line will be removed from the suspense display.

ACCOUNT NOTICES

The Land Office generates and issues oil and gas royalty assessments and credits based on information filed by the royalty return remitter.

Account notices require your immediate attention. All notices include a summary page that details the notice type, the reason for the notice, the dollars involved, instructions for payment or resolution, statutory references and turnaround document. Some notices also include a detail sheet that requires further review or action by the royalty reporter.

Payment of assessments or use of credits must be attached to a royalty return. Submitting payment alone will not clear the assessment(s) from your account.

Notices of Assessment of Royalty or Interest

- **Royalty Remittance Assessment:** A notice of underpayment of the total royalty due on a return. This occurs when the payment amount submitted is less than the royalty reported on the royalty filer's return. Payment of remittance assessments must be made in full and processed before payment of the corresponding interest assessments.

Example:

OGR-1 royalty due – \$10,584

OGR-2 royalty due – \$10,584

Payment received – \$10,000

Remittance Assessment issued for \$584

- **Royalty Interest on Remittance Assessment:** A notice of interest assessed for late payment of oil and gas royalty that is related to a generated Remittance Assessment. For all returns submitted after October 1, 2022, interest is calculated at a rate of 1.0% per month, compounded from the date payment is due until payment is made (see 19-1-13 NMSA, 1978). For all returns received prior to October 1, 2022, interest is calculated at the rate of 1.25% per month or portion of a month beginning when payment is due until payment is made (see 56-8-3 NMSA, 1978). Payment of remittance assessments must be made and processed before payment of the corresponding interest assessments.
- **Royalty Interest Assessment:** A notice of interest assessed for late payment of oil and gas royalty. For all returns submitted after October 1, 2022, interest is calculated at the rate of 1.0% per month compounded beginning when payment is due until payment is made (see 19-1-13 NMSA, 1978). For all returns received prior to October 1, 2022, interest is calculated at the rate of 1.25% per month or portion of a month beginning when payment is due until payment is made. (see 56-8-3 NMSA, 1978).

Example:

Sales Month – June 2024

Due by August 25, 2024

Paid on September 20, 2024

Royalty amount – \$196,483

Interest due – (\$196,483 x 1%)

Interest Assessment issued for \$1,965

ACCOUNT NOTICES, cont'd

- **Computation Assessment:** A notice for underpaid royalty based on the ONGARD/RAPS calculation of an individual detail line submitted by the remitter. The notice includes a detail sheet with a summary of the line entries that contain the computational difference(s).

PUN	LEASE	SEQ	MTH	YR	PRD	TRN	ARM IND	OIL VOL	GAS VOL	NGL	BTU	GRS PROCD	TRNSP	MKT	PROC	ROY PAID	ROY COMP	Diff
1231751	VO	4562	7	2023	1	51	Y	32	0	0	0	2396	0	0	0	372	399	27
1231751	VO	4641	7	2023	1	51	Y	19	0	0	0	1398	0	0	0	217	233	16
1231751	VO	4726	7	2023	1	51	Y	11	0	0	0	799	0	0	0	124	133	9

Computational assessments must be cleared through an amended return by reversing the line EXACTLY as originally reported and then reporting the line correctly. Amendments submitted to clear computational notices must be submitted separately from other amended reporting or new sales period reporting.

A report is available on the Royalty Online Filing website that provides the user with the detail lines attached to a computational notice.

<http://web.slo.state.nm.us/Applications/OSReporting/Default.aspx?AgencyName=SLO>

ONGARD Reporting

Report Menu

Search Reports:

- STATE LAND OFFICE INQUIRIES
 - OIL, GAS & MINERALS DIVISION
 - ROYALTY MANAGEMENT DIVISION
 - ROYALTY AUDIT REPORTS
 - ROYALTY INDUSTRY ACCESS
 - PRODUCTION UNIT NUMBER INQUIRY
 - ELECTRONIC PAYMENT FILING INSTRUCTIONS
 - COMPUTATIONAL PROCESS

COMPUTATIONAL INVOICE SEARCH

Welcome - Search for Computational Invoice

Select Invoice:

Invoice Type Invoice Number

The generated CSV file ensures that the backout lines are exactly as previously reported to avoid issues with your credit lines. The user would need to update the appropriate values in the rebook lines to correct the computational error, update the header for the dates, transmit control number, sender ID, and royalty amounts as needed, format for filing and submit.

TYPE	RETURN S	O GRID	XMIT CON	SENDER IC	FINAL RTN	REMIT YOI	ACCEL SAL	ACCEL RO	TOT ROY	F TOT	INT RI	TOT ASSM	TOT ROY	I REG	CR AN	LEASE CR	/ACCEL CLN	ACCEL CLI	TOT CR	T/TOT	ADV F	TOT REMI	PMT TYPE	I-O	CHE
5	6/3/2022	123456		0	SENDERID	N	Y	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	I	
REC TYPE	O GRID	SALES PER	PUN	LEASE	PRD CDE	TRN CDE	ARMS LEN	VOLUME	INGL	GAS	BTU	NUM	GROSS PR	TRANSP	D MKT	DED	GAS PROC	TOTAL RO	REPORTER	REPORTER	REF				
6	123456	222	1234567	VB2602	1	51	Y	97	0	0	0	8899	68	0	0	0	1104	0	AMENDED-RTN						
6	123456	222	1234567	VB2602	1	51	Y	-97	0	0	0	-8899	-68	0	0	0	-1104	0	AMENDED-RTN						
6	123456	222	1234567	VB2602	1	51	Y	11887	0	0	0	1089716	13285	0	0	0	134554	0	AMENDED-RTN						
6	123456	222	1234567	VB2602	1	51	Y	-11887	0	0	0	-1089716	-13285	0	0	0	-134554	0	AMENDED-RTN						

ACCOUNT NOTICES, cont'd

Notices of Royalty Credit

Royalty credit returns submitted in the same processing month with the expectation of being used to offset payment on another return, can not be applied until a credit number/notice is generated. Credit numbers must be issued before a credit can be applied to any return. In many cases, the resulting credit type is a Lease Credit and cannot always be applied in full on other returns. This will cause Remittance Assessments and corresponding Interest (compounding) to be incurred.

- **Remittance Credit:** A notice of overpayment of total royalty due on an oil and gas royalty return. This occurs when the payment amount submitted is more than the royalty reported on the royalty filer's return.

Example:

OGR-1 royalty due – \$6,170
OGR-2 royalty due – \$6,170
Payment received – \$9,000

Remittance Credit issued for \$2,830

- **Lease Credit:** A notice of overpayment of royalty of distributed funds that may be recouped against future royalty liability. Lease credits are generated when royalty filer submits a net credit return. The lease credit must be applied to future detail entries with the same beneficiary.

Example:

Remitter submits royalty in October 2024
PUN 1151595, Lease B0-1431, Royalty amount \$3,730

Beneficiary: Common Schools

In February 2025 remitter discovers the royalty was overpaid for the property and lease.

A prior period adjustment is made:
PUN 1151595 Lease B0-1431, Royalty Amount -\$3,730
PUN 1151595, Lease B0-1431, Royalty Amount \$2,520

Lease credit issued for \$1,210 for Common Schools
Remitter may only apply credit to future royalties due to Common Schools

ACCOUNT NOTICES, cont'd

- **Computation Credit:** A notice for overpaid royalty based on ONGARD/RAPS's calculation of an individual detail line submitted by the remitter. The notice includes a detail sheet with a summary of the line entries that contain the computational difference.

PUN	LEASE	SEQ	MTH	YR	PRD	TRN	ARM IND	OIL VOL	GAS VOL	NGL	BTU	GRS PROCD	TRNSP	MKT	PROC	ROY PAID	ROY COMP	Diff
1392258	VB	2563	7	2023	3	51	Y	0	10231	0	0	20027	9787	1835	0	1920	1576	-344
1392258	VB	2563	7	2023	7	51	Y	0	67216	0	0	32647	6751	1266	0	4855	4618	-237
1392333	VB	2563	7	2023	3	51	Y	0	955	0	0	1870	914	171	0	179	147	-32

Computational credits must be cleared through an amended return by reversing the line EXACTLY as originally reported and then reporting the line correctly. Amendments submitted to clear computational notices must be submitted separately from other amended reporting or new sales period reporting.

A report is available on the Royalty Online Filing website that provides the user with the detail lines attached to a computational notice.

<http://web.slo.state.nm.us/Applications/OSCRReporting/Default.aspx?AgencyName=SLO>

ONGARD Reporting

Report Menu

Search Reports:

STATE LAND OFFICE INQUIRIES

OIL, GAS & MINERALS DIVISION

ROYALTY MANAGEMENT DIVISION

ROYALTY AUDIT REPORTS

ROYALTY INDUSTRY ACCESS

PRODUCTION UNIT NUMBER INQUIRY

ELECTRONIC PAYMENT FILING INSTRUCTIONS

COMPUTATIONAL PROCESS

COMPUTATIONAL INVOICE SEARCH

Welcome - Search for Computational Invoice

Select Invoice:

-please select- v

Invoice Type

Invoice Number

The generated CSV file ensures that the backout lines are exactly as previously reported to avoid issues with your credit lines. The user would need to update the appropriate values in the rebook lines to correct the computational error, update the header for the dates, transmit control number, sender ID, and royalty amounts as needed, format for filing and submit.

TYPE	RETURN SIOGRID	XMIT CON SENDER IC	FINAL RTN	REMIT YOI	ACCEL SAL	ACCEL RO	TOT ROY	TOT INT	RIT OT	ASSM TOT	ROY II	REG CR AN	LEASE CR / ACCEL CLN	ACCEL CLI	TOT CR T	JTOT ADV F	TOT REMI	PMT TYPE I	F O CH
5	6/3/2022	123456	O SENDERID N	Y			0	0	0	0	0	0	0	0	0	0	0		1
REC TYPE	OGRID	SALES PER PUN	LEASE	PRD CDE	TRN CDE	ARMS LEN	VOLUME INGL GAS	BTU NUM	GROSS PR	TRANSP D	MKT DED	GAS PROC	TOTAL RO	REPORTER	REPORTER REF				
6	123456	222	1234567 VB2602	1	51 Y		97	0	0	-8899	68	0	0	1104	0	AMENDED-RTN			
6	123456	222	1234567 VB2602	1	51 Y		-97	0	0	-8899	-68	0	0	-1104	0	AMENDED-RTN			
6	123456	222	1234567 VB2602	1	51 Y		11887	0	0	1089716	13285	0	0	134554	0	AMENDED-RTN			
6	123456	222	1234567 VB2602	1	51 Y		-11887	0	0	-1089716	-13285	0	0	-134554	0	AMENDED-RTN			

FILING A CLAIM FOR REFUND

A claim for refund must be reviewed and processed through the Compliance Bureau prior to submitting a Claim for Refund form. The review process includes an account review to ensure that all outstanding royalty notices have been addressed, an audit of royalties paid by OGRID, and review of compliance with (as applicable): oil and gas lease terms and requirements, water and salt water disposal easements, business lease terms and requirements, rights-of-way, surface environment, and any other environmental or other compliance issues to ensure that the account is in good standing. Once the account is deemed to be in good standing, a final validated refund amount and a Claim for Refund form will be provided.

A claim for refund must begin with a [Notice of Intent to Request Claim for Refund form](#). This notice will initiate the review process and must include:

- A. The OGRID number and name;
- B. The current amount of the credits/erroneous payments;
- C. Whether or not the remitter will continue to be an active royalty remitter with the Land Office; and
- D. As applicable, an inventory of its NM assets on state land has been attached to this form indicating which have been transferred to assignees, and which have been closed out.

Credits on file may be used to pay for outstanding royalty notices or audit findings, and are subject to change.

Once the compliance review is complete and the account is in good standing, the Compliance Bureau will provide the Claim for Refund form.

The claim form must contain the following information:

If the claim is for distributed funds:

- A. The amount of the erroneous payment;
- B. Knowledge that the payment is not in any suspense fund;
- C. Reasons why such payment was erroneous; and
- D. Notarized Signature.

If the claim is for non-distributed funds:

- A. The amount of the erroneous payment;
- B. Knowledge that the payment is in a suspense fund;
- C. Reasons why such payment was erroneous; and
- D. Notarized Signature.

If a refund claim lacks any required information, the Land Office may return it to the royalty reporter requesting the additional information. The Land Office will not consider a claim to be filed until all requirements are met.

FILING A CLAIM FOR REFUND, cont'd

Statute of Limitations:

Statute of limitations provides that all claims for refund for an erroneous payment of money shall be barred forever if not filed with the Commissioner of Public Lands within six years from the date the erroneous payment was made.

Lease credits previously established through the Section 19-7-60 process can later be subject to a claim for refund, beyond the six-year limitation for the number of days necessary to provide ninety days to file the claim.

COMMISSIONER RULINGS

The Commissioner of Public Lands is empowered by statute to issue rulings necessary for the implementation or enforcement of any laws applicable to the oil and gas royalty program.

FREQUENTLY ASKED QUESTIONS

The Land Office is committed to providing the best possible customer service. Land Office staff will promptly reply to questions or requests for assistance. Answers to some of the more commonly asked questions are provided. Please contact us if the provided responses do not adequately answer your questions.

Question: What if we had no production/sales? Is a return still required?

Answer: No, zero production/sales means no required report. Remitters may choose to keep that well/detail line in your CSV or online web file as a placeholder for any future reporting, but RMD does not require the line to be submitted.

Question: We had negative gross proceeds this month. How do I report this?

Answer: Remitters are required to report volumes produced. The NMSLO is a royalty interest owner, and not a working interest owner, so remitters cannot submit negative royalties. If gross proceeds are negative, please report the volumes and \$0 for gross proceeds, with royalty paid as \$0. Net negative royalties paid is not allowed for any production reported.

Question: We had negative net proceeds this month. How do I report this?

Answer: Remitters are required to report volumes produced, full gross proceeds, and report deductions equal to the gross proceeds, with royalty paid as \$0 when deductions exceed proceeds. The NMSLO is a royalty interest owner, not a working interest owner, so remitters cannot submit negative royalty amounts. Deductions cannot exceed gross proceeds; net negative royalties paid is not allowed for any production reported

Question:

Do I have to put a value in the Volume BBL/MCF column when reporting product code 7?

Answer:

Yes. The value should be the difference between wellhead and the value that you reported in the Volume BBL/MCF column on the product code 3 for the same PUN, lease, and sales period.

Question:

Will the Land Office compromise a liability if I am unable to pay?

Answer:

No, by law, the Land Office cannot compromise an outstanding royalty liability because of the royalty reporter's inability to pay (Article 4, Section 32 of the NM Constitution)

Question:

Can interest be forgiven by the Land Office for late payment of royalties?

Answer:

No, interest must be paid on late royalty payments. Abatements can be considered in very unusual circumstances.

FREQUENTLY ASKED QUESTIONS, cont'd

Question:

What if I receive an assessment that I feel is incorrect? Do I still have to remit payment?

Answer:

No, but you must immediately contact the Land Office and provide a detailed explanation of why you feel the assessment is invalid. You must also submit documentation and, if necessary, an amended return to correct the data that created the incorrect notice.

Question:

I received a lease credit notice and I'm not sure what it's for? How do I use it?

Answer:

ONGARD/RAPS issues a lease credit when you submit credit detail lines intended to reverse previously submitted debit detail lines and the funds allocated to the debit lines have been distributed to the beneficiary. A lease credit can only be applied to new detail lines with the same beneficiary.

Question:

I received a remittance assessment and I don't understand why. I also received a Rejected Line Report but the lines on the report don't seem to match the lines on the remittance assessment amount. What do I do?

Answer:

The remittance assessment resulted because you included credit detail line entries on your royalty return and they were rejected. The Rejected Line Report lists all rejected lines. The remittance assessment is valid and due.

Question:

I received a computation assessment and I don't know why.

I received a computation credit and I don't know why.

Answer:

ONGARD/RAPS has determined that the royalty due amount you computed for these detail lines is incorrect. Compare your copy of the report to the page and line numbers noted on the detail page of the notice. Check your computations; it's possible that you used the incorrect royalty rate (the lease number determines the royalty rate). If you need help to ascertain the correct royalty rate, review your lease documents or contact the Royalty Management Division at royaltycompliance@nmslo.gov. If you still cannot determine the reason for the notice, check the Land Office website or contact the Revenue Bureau at royaltyrevenue@nmslo.gov.

NOTE: If you received a computation assessment or computation credit, the Land Office requires that you submit an amended return reversing the incorrect detail lines and re-posting them with the correct information. This is to ensure that the royalty data is as accurate as possible.

Question:

I received a remittance assessment and I don't understand why. I've checked my copy of the return and it indicates that I paid everything that was due.

Answer:

First check to see if you also received an offsetting lease credit. If so, the assessment is valid (see previous question and answer). If you did not receive a lease credit, check your files to see if you

submitted the correct payment amount. It's possible that your payment was less than the royalty amount due on the return (the royalty amount due is noted on line 9 of the OGR-1 Summary Report form). If you still can't determine the reason for the assessment, please contact the Revenue Bureau at royaltyrevenue@nmslo.gov.

FORMS

Copies of the most commonly used forms are on our website at <https://www.nmstatelands.org/divisions/oil-gas-and-minerals/royalty-management-forms/>.