



## Registration for Mineral Royalty Withholding (MRW)

1. Federal Employer Identification Number  -   
**OR**  
 Social Security Number  -  -
2. Legal Business Name \_\_\_\_\_
3. Doing Business As (DBA) \_\_\_\_\_
4. Physical Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
5. Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
6. Contact Person \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_
7. Legal Entity Type
- Sole Proprietor       Partnership       C Corporation  
 S Corporation       Member Managed LLC       Manager Managed LLC  
 LLP       Publically Traded Partnership  
 Other \_\_\_\_\_
8. Please provide the following information for the individual owner, if you are a sole proprietor; for all partners, if you are a partnership; for all corporate officers, if you are a corporation; or for all members, if you are a limited liability company. Use an additional sheet if necessary.

Name	Social Security or Federal Employer Identification Number	Phone Number
	<input type="text"/>	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
	<input type="text"/>	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
	<input type="text"/>	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
	<input type="text"/>	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
	<input type="text"/>	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
	<input type="text"/>	( <input type="text"/> ) <input type="text"/> - <input type="text"/>





9. Purpose of Registration

- Initial Registration       Started New Business       Purchased Existing Business or Property  
 Re-registration       Entity Change       Other (Please attach explanation.)

10. List the previous name, owner and date acquired if you purchased an existing business, or the previous name if there is a business name change.

Previous Business Name \_\_\_\_\_

Previous Owner \_\_\_\_\_

Date Acquired \_\_\_\_\_

11. Type of Mineral Production (Indicate all that apply.)

- Oil       Gas       Coal  
 Other Mineral (Please indicate.) \_\_\_\_\_

12. Signature of Owner, Partner or Officer (Unsigned forms will be returned.)

\_\_\_\_\_

Date \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

13. Print the name of the owner, partner or officer who signed on line 12.

\_\_\_\_\_



# Mineral Royalty Withholding Registration Instructions

## Line 1 – Federal Employer

**Identification Number or Social Security Number.** If you have been issued a federal identification number (FEIN or EIN) for this business, enter it on the boxes provided.

If you are operating your business as a sole proprietorship, enter your social security number. You do not have to enter your SSN if you are registering this business under a FEIN.

## Line 2 – Legal Business Name.

Enter your legal business name. If you are a sole proprietorship, enter your name (example: John Smith). If you are a corporation, partnership, LLP or LLC, enter the entity's name (example: ABC Inc.).

## Line 3 – Doing Business As (DBA).

Enter the doing business as name (DBA) here. This is the name used before the public. For example, if the name used to report information to the Montana Board of Oil and Gas Conservation is different than your legal business name, enter here.

**Line 4 – Physical Address.** This is the legal business headquarters. If you are a sole proprietor, this may be your home address. For a corporation, partnership, LLC or LLP, this is the street address of the entity's headquarters.

**Line 5 – Mailing Address.** This may be a post office box or other address. This is the address where the department will send all correspondence.

**Line 6 – Contact Person.** Enter the name and contact information for the individual that will act as the entity's representative.

**Line 7 – Legal Entity Type.** Check the legal entity type that best describes your business:

- **Sole Proprietor** – an individual owner of a business that has not incorporated
- **Partnership** – a business that has two or more owners
- **C Corporation** – an incorporated entity for federal and state tax purposes
- **S Corporation** – a corporation that has a valid election under

section 1362 of the Internal Revenue Code (26.U.S.C. 1362)

- **Member Managed LLC** – a limited liability corporation, managed by its owner(s)
- **Manager Managed LLC** – a limited liability corporation, managed by a chief executive officer, or other appointed management position
- **LLP** – a limited liability partnership
- **Publicly Traded Partnership** – a publicly traded partnership as defined in Section 7704 or the Internal Revenue Code, 26 U. S. C. 7704, that is not treated as a corporation
- **Other** – if your entity type is not listed, note the type on the line provided and put an "X" in the box following this choice.

## Line 8 – Ownership Information.

Enter the names, identification numbers and phone numbers for all owners of the business. If more space is needed, please attach an additional sheet.

## Line 9 – Purpose of Registration.

Put an "X" next to the category that describes the reason for registering. This will help us determine if a new account is required, if an existing account will be closed, or if modifications to an existing account are required.

- **Initial Registration.** See above.
- **Started New Business.** Mark this category if your business has not previously existed under any other name or owner.
- **Purchased Existing Business or Property.** Mark this category if the business previously existed and you purchased it (or producing properties) from another owner.
- **Re-registration.** Mark this category if you closed your account in the past, but have decided to begin operations again.
- **Entity Change.** Mark this category if your entity has changed its legal status. For example, if you were formerly a sole proprietor, but have recently incorporated, you would use this category.
- **Other.** If you are registering for a reason not listed, mark

this category and attach an explanation for the reason you are registering.

**Line 10 – List the previous name, owner and date acquired, if you purchased an existing business, or if there was a name change.** If you purchased an existing business, enter the name of the business you purchased, the owner you purchased the business from, and the date you purchased the business. If you changed the legal name or the assumed business name, enter the previous business name.

## Line 11 – Type of Mineral

**Production.** Put an "X" next to the type of mineral production you have in the state of Montana. If you mark "Other Mineral," please indicate on the line provided.

**Line 12 – Signature of Owner, Partner or Officer.** An owner, partner or authorized company officer is required to sign, date and list a phone number.

**Line 13 – Print the name of the owner, partner or officer.** Please print the name of the person who signed line 12.

## Mail completed form to:

Business Registration  
Montana Department of Revenue  
PO Box 5805  
Helena MT 59604

**Or fax completed form to:**  
(406) 444-7723

**Questions?** Call us toll free at 1-866-859-2254 (in Helena, 444-6900).