



## Direct Deposit Form – Instructions for Submittal to Expand Energy

1. First, you must **download** and **save** the form to your computer.
2. **Open** the saved form from where you saved it on your computer.
3. **Type** in your information, completing all fields.
4. **Print** the form and **sign** it.
5. **Scan** and **save** the completed and signed Direct Deposit form to your computer.
6. **Scan** and **save** a voided check or deposit slip (or signed letter from your financial institution detailing your ACH instructions) to your computer. The voided check or deposit slip must be permanent. We cannot accept temporary versions.
7. **Email** both scanned documents to [contact@expandenergy.com](mailto:contact@expandenergy.com).

*Note: If you prefer to submit the Direct Deposit form by postal mail, follow instructions 1 – 4 above and **mail** the completed form and voided check to:*

Expand Energy Corporation  
Attn: Owner Relations  
P.O. Box 18496  
Oklahoma City, OK 73154-0496  
Email: [contact@expandenergy.com](mailto:contact@expandenergy.com)

If you have any questions, please call 1-877-245-1427, or email us at [contact@expandenergy.com](mailto:contact@expandenergy.com).



## Electronic Payment Request

Dear Interest Owner,

Expand Energy Corporation offers the option of an Electronic Funds Transfer (EFT or sometimes referred to as ACH) to its revenue interest owners. This service is being offered for your convenience and is at no additional cost to you. We are confident that you will find the EFT payment method a more beneficial and efficient means to receive your payments.

### **EFT benefits to you as an owner are:**

- Greater certainty around payment timing for cash planning purposes
- Elimination of mail delays resulting in quicker payments
- Reduction of payment problems due to lost, stolen or misdirected checks
- Elimination of endorsements and handling of paper

### **Direct Deposit Requirements:**

- EFT payments are only available for accounts drawn within the United States
- For your protection, we do not accept temporary checks or temporary deposit slips
- If you are unable to provide a voided check or deposit slip, please obtain a signed letter from your bank detailing your ACH payment instructions
  - We may contact you by phone to confirm the authenticity of the bank letter
- If you are sending information for a Trust, the bank account name must match the trust name. We are unable to transfer funds electronically to a Trustees' personal account

If you would like to take advantage of this voluntary service, please complete the enrollment form, attach a permanent voided check or permanent deposit slip (or signed letter from your financial institution detailing your ACH instructions), and submit to Expand Energy per the instructions provided. Please note that you will continue to receive a check while we process your EFT request. Also, if you choose to receive electronic payments, you will no longer receive payment detail by mail. This detail, however, can be easily accessed online at [www.expandenergy.com/owners/](http://www.expandenergy.com/owners/) and can be emailed to you through this website. If you have any questions about the enrollment process, or if you need to get set up with a login and password to access your check detail, please contact the Owner Relations Department at 877-245-1427 or email them at [contact@expandenergy.com](mailto:contact@expandenergy.com).



## Electronic Funds Transfer (EFT) Enrollment Form

I hereby authorize Expand Energy Corporation and its subsidiaries to make electronic funds payments via ACH to my bank account. This authorization remains in effect unless 30 days written notice is received by the Company from the undersigned requesting termination or changes.

Request Type: • New Application • Request Change • Request Cancellation

Owner Name: \_\_\_\_\_

Expand Owner Number: \_\_\_\_\_ SS# or Federal Tax ID: \_\_\_\_\_

\*Expand Owner Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
*\*If the address listed is different than the address on the account, Expand will update the owner's account to show the mailing address noted above*

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Financial Institution Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Account Type: • Checking • Savings *Dual signatures are required for joint accounts.*

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

### Attach Voided Check or Deposit Slip Here

(Voided checks or deposit slips must be permanent. We cannot accept temporary versions.)

