



## Pennsylvania Ownership Change Guide

Changes in ownership or owner status for land and mineral rights require updated title records. Owners should ensure they have the appropriate documentation, which is outlined in the table below for each type of change. Note, requirements may vary depending on the jurisdiction.

In addressing any ownership change situation, please note the following:

- All payees are required to evidence a valid Social Security or tax identification number by IRS Form W-9, or federal law requires 24% of payment to be withheld in accordance with Section 3406 of the Internal Revenue Service, which will not be refundable by Chesapeake. If you need additional guidance on how to fill out a W-9 form, please refer to the IRS website at [www.irs.gov/w9](http://www.irs.gov/w9). W-9 forms can be found [on our website](#).
- All documents related to a change of ownership must be filed of record in the county where the property is located.
- Laws of agency preclude us from providing forms for conveying real property interests. However, you may contact an attorney, Legal Aid Society or your local Bar Association for assistance in handling these matters.
- Address changes cannot be handled by telephone. If a change of address is needed, complete and submit the Chesapeake Change of Address form, which can be found [on our website](#).
- All payments will continue to be made to the current owner until proper documentation is received.
- Please add the Owner Number(s) on all correspondence sent to Chesapeake. This number can be found on your check detail or division order(s).
- Original documents will not be returned. Please send a COPY (or copies) of the documents requested.

**Submit the appropriate documentation by mail or email to:**

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