



Shell Trading (US) Company
P. O. Box 4604
Houston, TX 77210

Choose only **one** of the following options to change your payment method.

ACH Requests:

The following forms are needed to complete your request for ACH payments:

- Electronic Payment Agreement (EPA)
- IRS Form W-9
- Void check or Account information on **Bank's** letterhead, signature required
- IRS Form 8832 (complete only if you check the "Exempt from backup withholding" box on the W-9)

Wire Transfer Request (Companies or Money Market accounts only):

The following documents are needed to complete your request for Wire Transfer:

- Bank account information on **Company or Bank's** letterhead, signature required
- IRS Form W-9
- IRS Form 8832 (complete only if you check the "Exempt from backup withholding" box on the W-9)

Return all documents to the Lease Administration Department by 12PM Central time on the 3rd business day of the month. Incomplete and/or unsigned forms will be returned to you and will delay your request. Acceptable forms received after 12PM on the 3rd accounting day of the month are processed for the following month's payment cycle. Effective 8/20/08 owners who elect to use direct deposit will no longer receive paper payment detail posted by mail. For access to check details please visit our website <https://connect.oildex.com/shelltc/>