

**Return to:**

ExxonMobil

Attn: Division Orders

LOC 116, 22777 Springwoods Village Pkwy

Spring, TX 77389

UIS-LAND-BP-DATA-MANAGEMENT@exxonmobil.com

To request address changes related to your owner number, please complete the form below. Please return your completed form to ExxonMobil.

Make your changes quicker online!Visit our self-service portal, register & make address changes instantly at www.energylink.com**OWNER CHANGE OF ADDRESS REQUEST FORM****Please allow 4-6 weeks to process the request.**

☐ Check here if you are authorizing the change of address for payments, statements and other correspondence that match the listed name and tax ID number.

Owner Number									
Owner Name									
Previous Address									
City					State		Zip Code		
New Address									
City					State		Zip Code		
Email Address*									
Phone number									

*By providing an email address you are authorizing electronic communication.

Owner Last 4 of TIN or SSN#					2nd Owner Last 4 of TIN or SSN#				
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Signature of Owner
(or authorized representative)

Signature of 2nd Owner
(if joint account, both parties must sign)

Date

Your personal information will be kept confidential and used solely for the purpose of updating your address in our records, in accordance with our data privacy policy. If you have any questions or concerns about how we handle your personal data, please contact us at data.privacy.office@exxonmobil.com.

Instructions

Owner Number: If your check is issued by XTO Energy Inc., your Owner number will have 8-digits and typically starts with 00[30*****] or 30*****. If your check is issued by Exxon Mobil Corporation, your Owner number will have 7-digits and may start with any number. The Owner number can be found on your respective check statement.

Owner Name: Enter your complete legal name as it appears on your identification documents.

Previous Address: Provide your previous address, including street, city, state, and ZIP code.

New Address: Enter your new address details, including street, city, state, and ZIP code.

Contact Information: Include your phone number and email address for any follow-up communication.

TIN/Social Security Number: Please provide the last 4 digits of your TIN/social security number currently on file associated with the given owner number.

Signature: Sign the form to confirm the information provided is accurate. For the owners' protection, address change request may only be submitted by the actual owner or the owner's legally recognized agent (trustee, attorney-in-fact, etc.) IF YOU ARE ACTING AS AN AGENT, PLEASE ATTACH DOCUMENTATION VERIFYING YOUR RIGHT TO ACT AS AN AGENT ON BELHALF OF OWNER OF RECORD.

Date: Write the date when you are filling out the form.

For assistance, you can reach our Interest Owner Relations Group at 1-866-886-2613.

Data Privacy Section

We value your privacy and are committed to protecting your personal data. This notice explains how we collect, use, and protect your information when you submit a Change of Address form.

Data Collection: When you submit a Change of Address form, we collect the following personal data: Owner Number, Owner Name, Previous Address, Current Address, Contact Information, Last four digits of SSN#, Signature

Purpose of Data Collection: We collect your personal data to update our records and ensure that all communications and deliveries are sent to your correct address in relation to your Owner Account.

Data Usage: Your personal data will be used solely for the purpose of updating your address in our system.

Data Protection: We implement appropriate technical and organizational measures to protect your personal data against unauthorized access, alteration, disclosure, or destruction. This includes compliance with international data protection regulations, such as the General Data Protection Regulation (GDPR) in the EU.

Data Retention: We will retain your personal data for as long as necessary to fulfill the purposes outlined in this notice or as required by law.

International Data Transfers: If your data is transferred outside your country of residence, we ensure that appropriate safeguards are in place to protect your data in accordance with applicable data protection laws.

Your Rights: You have the right to:

- Access your data
- Request correction of any inaccurate or incomplete data
- Request deletion of your personal data under certain conditions
- Object to the processing of your personal data
- Request the transfer of your data to another organization

If you have any questions or concerns about how we handle your personal data, please contact us at data.privacy.office@exxonmobil.com.