

GLO-3 REMITTANCE REPORT BUSINESS RULES

Electronic Reporting Cell Address	Field Name	Description
A1	Disclaimer Line 1	Required field. Protected area. Do not modify this cell. Cell must read as follows: Texas General Land Office Royalty Payment Document (GLO-3E rev 05/01/2011)
A2	Disclaimer Line 2	Required field. Protected area. Do not modify this cell. Cell must read as follows: Disclaimer: This system is made available by the General Land Office, an agency of the state of Texas. Neither the state
A3	Disclaimer Line 3	Required field. Protected area. Do not modify this cell. Cell must read as follows: of Texas nor any agency thereof, nor any of their employees, makes any warranty, express or implied, directly or indirectly.
A4	Disclaimer Line 4	Required field. Protected area. Do not modify this cell. Cell must read as follows: or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus,
A5	Disclaimer Line 5	Required field. Protected area. Do not modify this cell. Cell must read as follows: product or process related to the use of this system.
A6	Disclaimer Line 6	Required field. Protected area. Do not modify this cell. Cell must read as follows: The entire risk arising out of the use or performance of this system remains with the lessee. Neither the state of Texas,
A7	Disclaimer Line 7	Required field. Protected area. Do not modify this cell. Cell must read as follows: nor any agency thereof shall be liable for any damages of any kind whatsoever arising out of this system.
Row 8		Required blank row.
A9	Royalty Payer Customer ID	Required field. Protected area. Do not modify this cell. Cell must read as follows: Royalty Payer Customer ID:
B9	Royalty Payer Customer ID	Required field. Enter the Royalty Payer Customer ID assigned by the GLO. Must match GLO database. Format: C000000000. "C" must be uppercase.

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A10	Royalty Payer Name	Required field. Protected area. Do not modify this cell. Cell must read as follows: Royalty Payer Name:
B10	Royalty Payer Name	Required field. Enter royalty payer name. Must match exact format as GLO database.
A11	Blanket Authorization # (BAN)	Required field. Protected area. Do not modify this cell. Cell must read as follows: Blanket Authorization # (BAN):
B11	Blanket Authorization Number	Required field. Enter the 4-digit blanket authorization number (BAN) assigned to the reporting company by the GLO.
A12	Payment Amount	Required field. Protected area. Do not modify this cell. Cell must read as follows: Payment Amount:
B12	Payment Amount	Required field. Enter the payment amount. The amount cannot exceed \$9,999,999.99. The payment amount must equal the Voluntary Payment Total.
A13	Telephone #	Required field. Protected area. Do not modify this cell. Cell must read as follows: Telephone #:
B13	Telephone #	Required field. Enter numbers only as NNNNNNNNNN. Do not include parenthesis () around the area code or the dash (-) between the numbers. Formatting occurs when the cell is exited.
A14	Prepared By	Required field. Protected area. Do not modify this cell. Cell must read as follows: Prepared By:
B14	Prepared By	Required field. Enter the name of the reporting company's contact. Cannot exceed 100 characters.
A15	Date Prepared	Required field. Protected area. Do not modify this cell. Cell must read as follows: Date Prepared:

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B15	Date Prepared	Required. Enter date prepared, MM/DD/YYYY format.
A16	E-Mail Address	Required field. Protected area. Do not modify this cell. Cell must read as follows: E-Mail Address:
B16	E-mail Address	Required field. Enter the e-mail address of the reporting company's contact. Cannot exceed 100 characters.
A17		Required blank row.
A18	Voluntary Payment Section	Required field. Protected area. Do not modify this cell. Cell must read as follows: Voluntary Payment Section
A19	Payment Type	Required field. Protected area. Do not modify this cell. Cell must read as follows: Payment Type
B19	Royalty Payment Amount	Required field. Protected area. Do not modify this cell. Cell must read as follows: Royalty Payment Amount
C19	State Lease #	Required field. Protected area. Do not modify this cell. Cell must read as follows: State Lease #
D19	Production Year-Month	Required field. Protected area. Do not modify this cell. Cell must read as follows: Production Year-Month
E19	GLO-1 or GLO-2 Reporting Company Customer ID	Required field. Protected area. Do not modify this cell. Cell must read as follows: GLO-1 or GLO-2 Reporting Company Customer ID
F19	Property Alias Name	Required field. Protected area. Do not modify this cell. Cell must read as follows: Property Alias Name

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G19	RRC Oil Lease # RRC Gas Well ID RRC Drilling Permit #	Required field. Protected area. Do not modify this cell. Cell must read as follows: RRC Oil Lease # RRC Gas Well ID RRC Drilling Permit #
A20	Payment Type	Required field in each Voluntary Payment Line. Click in the cell. Click on the down arrow. Choose a payment type from the list by clicking on the appropriate payment type. Valid entries are: 1301-Gas Roy. 1302-Oil Roy. 9301-Gas Roy. (Credit) 9302- Oil Roy. (Credit)
B20	Royalty Payment Amount	Required field in each Royalty Payment Amount Line. Enter the royalty payment amount for this State Lease number for the applicable RRC ID. Include 2 digits to the right of the decimal. A valid dollar amount can contain numbers, a dollar sign (\$), commas (,) and a decimal point (.). The payment amount cannot exceed \$9,999,999.99. Precede a credit amount with the negative sign (-).
C20	State Lease #	Required field. Enter the State Lease number which must match the GLO database. Do not include the alpha prefix; i.e., M or MF.
D20	Production Year-Month	Required field. Enter the year and month in the YYYYMM format.
E20	GLO-1 or GLO-2 Reporting Company Customer ID	Optional Field. Enter the GLO-1 or GLO-2 Reporting Company Customer ID assigned by the GLO. Format: C000000000.
F20	Property Alias Name	Optional Field. For reference only. This is the user's description of the field or tract being reported. 100 character maximum.
G20	RRC Oil District and Lease #	Required if payment is for a RRC oil lease. Enter RRC Oil district and Oil Lease number assigned by the RRC. Must be verified against GLO database. Format 03-12345. Enter the RRC District Number as 01, 02, 03, 04, 05, 06, 6E, 7B, 7C, 08, 8A, 09, or 10, and the RRC lease

