Chapter 3
Electronic Form ONRR-2014 Field Descriptions and Explanations

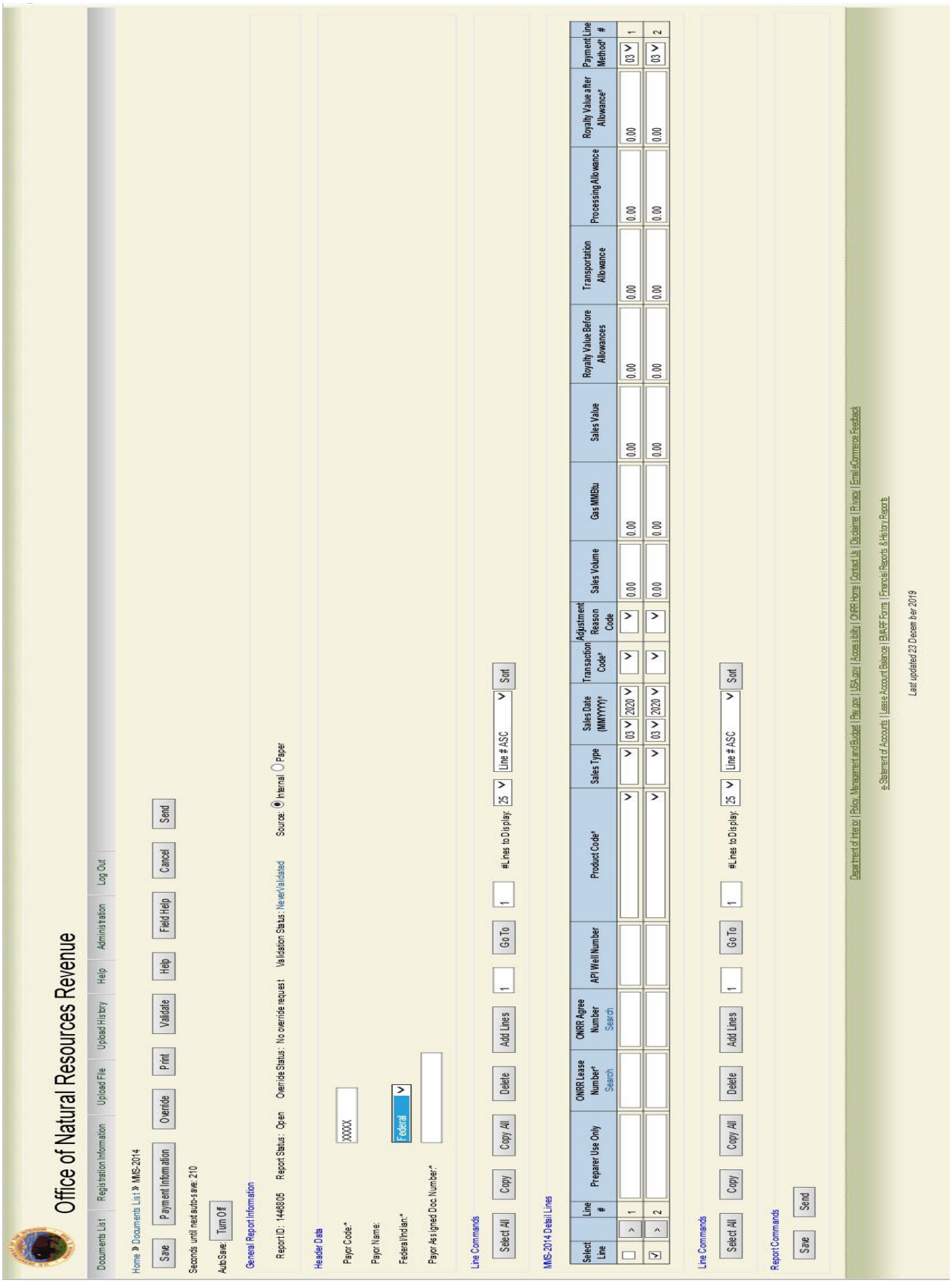
Form ONRR-2014 is designed for you to report royalties, certain rents, and other lease-related transactions. Our financial accounting system relies on the data you report on this form for most of its processing functions. These processing functions include the following:

- Accounting for royalties
- Distributing mineral revenues to State, Indian, and General Treasury accounts
- Providing royalty accounting and statistical information to States, Indians, and others who need the information
- Identifying underreporting and non-reporting (aids us in promptly collecting revenues)

3.1 Example Electronic Form ONRR-2014

***Do not** combine information for Federal and Indian leases or multiple payor codes on the same report. Each of these requires a separate Form ONRR-2014.*

With few exceptions, you must report electronically (see 30 CFR 1210). The following is an example of the Electronic Form ONRR-2014.


Office of Natural Resources Revenue
Documents List
Registration Information
Upload File
Upload History
Help
Administration
Log Out
Home » Documents List » MMS-2014
Save
Payment Information
Override
Print
Validate
Help
Field Help
Cancel
Send
Seconds until next auto-save: 210
Auto Save:
Turn Off
General Report Information
Report ID: 1448805
Report Status: Open
Override Status: No override request
Validation Status: Never Validated
Source: Internal Paper
Header Data
Payor Code:*
XXXXX
Payor Name:
Federal/Indian:*
Federal
Payor Assigned Doc Number:*
Line Commands
Select All
Copy
Copy All
Delete
Add Lines
1
Go To
1
#Lines to Display:
25
Line # ASC
Sort
MMS-2014 Detail Lines
Select Line
Line #
Preparer Use Only
ONRR Lease Number* Search
ONRR Agree Number Search
API Well Number
Product Code*
Sales Type
Sales Date (MMYYYY)*
Transaction Code*
Adjustment Reason Code
Sales Volume
Gas MMBtu
Sales Value
Royalty Value Before Allowances
Transportation Allowance
Processing Allowance
Royalty Value after Allowance*
Payment Line Method* #
1
2
03
2020
0.00
Line Commands
Select All
Copy
Copy All
Delete
Add Lines
1
Go To
1
#Lines to Display:
25
Line # ASC
Sort
Report Commands
Save
Send
Department of the Interior | Policy, Management and Budget | Pay.gov | USA.gov | Accessibility | ONRR Home | Contact Us | Disclaimer | Privacy | Email eCommerce Feedback
e-Statement of Accounts | Lease Account Balance | ONRR Forms | Financial Reports & History Reports
Last updated: 23 December 2019

3.2 Field Information

The following information explains the header, line item, and trailer fields of Form ONRR-2014.

3.2.1 *Header Fields*

If you report on the Electronic Form ONRR-2014, complete all header fields.

Instructions for completing header fields are the same regardless of the transaction you are reporting.

Field number	Field name	Field entry information
1	Payor Name	Your company name.
2	Payor Code	A five-digit payor code that ONRR assigned to you. ONRR uses this code in numerous business processes and associates it with the company/individual name and address information maintained in the ONRR system. The payor code on ONRR's system must match the payor code on your payment document. Form ONRR-2014 is attributed to the payor code stored in the ONRR data base regardless of the payor name entered in field 1. **Who is a payor?** A payor may be any entity that is assigned or assumes an obligation to report data and/or make payment to ONRR on Form ONRR-2014. The Federal Oil and Gas Royalty Simplification and Fairness Act of 1996 (RSFA) defines who is responsible for making royalty and related payments on Federal leases. Payors may include lessees, designees, operators, purchasers, and working interest owners, but are not restricted to these parties. **How do I obtain a payor code?** Contact ONRR to request a payor code. (For contact information, see Appendix A.)

Field number	Field name	Field entry information
2	Payor Code *(continued)*	**Can I combine multiple payor codes on my report?** ONRR encourages companies to consolidate payor codes whenever possible. You may establish multiple codes if you wish. However, if you maintain multiple codes, do **not** combine payor codes on a single report or payment document. For example, Able Oil Company has offices in Dallas and Houston. The company established a separate payor code for each location and submits report information for each location on a separate Form ONRR-2014. **What if I report a lease-level payment?** We require that only one payor be designated as the responsible party for lease-level payments such as rent and minimum royalty. **How do I change payor information?** Provide written notice to us to change the company name associated with your payor code. (For contact information, see Appendix A.) Change all other address and company contact information directly on your Form ONRR-4444 (complete all sections).
3	Federal/Indian Report Indicator	**F** identifies the Federal lease report indicator. **I** identifies the Indian lease report indicator. Submit separate Form ONRR-2014 reports for Federal and Indian leases.
4	Payor-Assigned Document Number	An eight-number identifier chosen by the payor. For example, if you submit two Forms ONRR-2014 for the October 2019 report month, the PAD numbers for the two reports could be 20191001 and 20191002 (year, month, and document number). This number must be unique, and you must use it for only the report and payment document unless you combine multiple reports.

Field number	Field name	Field entry information
4	*(continued)*	The same PAD number must be included on the accompanying payment document, including payments made to lockboxes.

3.2.2 *Line Item Reporting Fields*

The following table contains information to assist you in filling out line item field information on the Form ONRR-2014.

Field number	Field name	Field entry information
5	Line Number	A line number corresponds to both upper and lower fields. For example, Line Number 1 contains (upper) field 6, Reserved for Preparer's Use, and (lower) field 8, API (American Petroleum Institute) Well Number. **For electronic reporting:** Refer to Electronic Reporting on page 8-1. **For paper reporting:** Lines are preprinted in field 5.
6	Reserved for Preparer's Use	An optional field that can contain up to 20 characters.
7	ONRR Lease Number	The ONRR lease number must be a valid ONRR-converted lease number. *See Appendix B for lease conversion examples.

Field number	Field name	Field entry information
8	API Well Number	Report this number only if required by ONRR on certain Indian properties and Offshore Deepwater wells under royalty relief. If you are required to report this number, enter a 15-character set that consists of the 12-digit API-assigned well number and the 3-character producing interval indicator; for example, 490051234500S01.
9	ONRR Agreement Number	The ONRR agreement number must be a valid ONRR-converted agreement number. Enter the agreement number for those leases that have royalty-bearing production allocated from an agreement. Leave the field blank if sales are reported for lease-basis production. *See Appendix B for lease conversion examples.

Field number	Field name	Field entry information
10	Product Code	A 2-digit code established by ONRR to identify the product sold or removed from the lease or from the lease-agreement combination. For a list of product codes, see Appendix C. Leave the field blank for lease-level transactions, such as rental, minimum royalty, rent recoupment, or estimated royalty payments. See individual transaction code explanations in Chapter 4, Reporting Instructions by Transaction Code.
11	Sales Type Code	We require separate lines of royalty detail based on the nature of the sale or royalty valuation method. The sales type code applies only to sales contracts, or royalty valuation method and not to the arm's-length or non-arm's-length nature of transportation or processing. Leave the field blank for lease-level transactions, such as rental, minimum royalty, rent recoupment, or estimated royalty payments. See individual transaction code explanations in Chapter 4, Reporting Instructions by Transaction Code. For a list of sales type codes and help in determining which sales type code you should use (for example, arm's-length [ARMS] or non-arm's-length [NARM]), see Appendix D. For additional guidance, see Appendix A for contact information.
12	Sales MO/YR (MMCCYY)	The six-digit number corresponding to the month, century, and year in MMCCYY format; for example, enter 102019 for October 2019. Use the following definitions of sales month/year when you report on Form ONRR-2014.

Field number	Field name	Field entry information
12	Sales MO/YR (MMCCYY) *(continued)*	**Royalties:** The month/year the product was sold or removed from the lease or agreement or used for geothermal resources. **Rentals:** The month/year the rental is due; for example, a rental due date of December 1, 2019, corresponding to a lease year that runs from December 1, 2019, through November 30, 2020, is reported as 122019. A rental due date of March 15, 2020, corresponding to a lease year running from March 15, 2020, through March 14, 2021, is reported with a sales month/year of 032020. **Minimum royalties:** The last month/year of the lease year that your minimum royalty obligation is due. A lease year running from December 1, 2019, through November 30, 2020, has a minimum royalty due date of November 30, 2020, and is reported with a sales month year of 112020.
13	Transaction Code	The two-digit code that describes the reported transaction. The transaction code is required on all lines and determines which fields on the line must be completed. For detailed instructions on reporting transaction codes, see Chapter 4. For a list of transaction codes, see Appendix E.
14	Adjustment Reason Code	A two-digit code that identifies the reason for the adjustment. For further information about adjustments, see Chapter 6. For a list of adjustment reason codes, see Appendix F.

Field number	Field name	Field entry information
15	Sales Volume	The volume of product that is sold or removed from the lease or agreement and is attributable to the lease or to the lease-agreement combination, sales type code, product code, and sales month you report. The sales volume (or quantity, if geothermal) you report corresponds to the portion of the total production from your lease or from your lease-agreement combination. For information on Takes or Entitlements, see Chapter 2. The sales volume for natural gas is measured in thousand cubic feet (Mcf), for oil in barrels (bbl), for plant products in gallons (gal), and for sulfur in long tons. Report gas volumes at a standard pressure base of 14.73 pounds per square inch absolute (psia), a standard temperature base of 60 °F, and the same degree of water saturation as used to report the Btu on the Oil and Gas Operations Report (OGOR). (See the pressure base conversion table below.) **Geothermal reporters**: Enter your geothermal sales volume in thousands of pounds, kilowatt-hours (kWh), million British thermal units (MMBtu), hundreds of gallons, or other measurement units approved by ONRR, as determined by your valuation method. You may receive sales information that is at the standard temperature but not at the standard pressure. In this case, you must **convert the volume** to the standard pressure of 14.73 psia. The following table provides the conversion factors used to perform the conversions for the most commonly given pressure bases. This table assumes the gas is measured under standard temperature conditions of 60 °F.

Pressure Base Conversion Table

Given Pressure Base	Conversion Factor to 14.73
14.65	0.9946
15.025	1.0200

Field number	Field name	Field entry information
15	Sales Volume *(continued)*	Follow these steps to convert your volume to ONRR pressure. **Step 1**. Find the given pressure base in the left column. **Step 2**. Find the corresponding conversion factor for 14.73 psia. **Step 3. Multiply** your given volume by the conversion factor. **Example:** Convert 3500 Mcf at 14.65 psia to 14.73 psia. 3,500 Mcf **multiplied by** 0.9946 = 3,481.10 Mcf at 14.73 psia.
16	Gas MMBtu	The MMBtu contained in the gas stream when sold or removed from the lease or from the lease-agreement combination. If you report product codes 03, 04, 12, 15, 16, or 39, you must report both sales volume and gas MMBtu. Adjust the gas volumes and British thermal unit (Btu) heating value to: • A standard pressure base of 14.73 psia, • a standard temperature base of 60 °F, and • the same degree of water saturation as used to report the Btu on the Oil and Gas Operations Report (OGOR). (See the Pressure Base Conversion Table on the following page.) Then calculate MMBtu by multiplying: Mcf x MMBtu/Mcf = MMBtu OR $\text{Mcf} \times \frac{1{,}000 \text{ cu ft}}{1 \text{ Mcf}} \times \frac{\text{Btu}}{\text{cu ft}} \times \frac{1 \text{ MBtu}}{1{,}000 \text{ Btu}} \times \frac{1 \text{ MMBtu}}{1{,}000 \text{ MBtu}} = \text{MMBtu}$ OR Mcf x Btu content/1,000 = MMBtu

Field number	Field name	Field entry information
16	Gas MMBtu *(continued)*	You may receive sales volume information that is at the standard temperature but not at the standard pressure. In this case, you must convert the gas volume (see previous page) and the Btu content to the standard pressure base of 14.73 psia. The following table provides the conversion factors used to perform the conversions for the most commonly given pressure bases. This table assumes the gas is measured under standard temperature conditions of 60 °F.

Pressure Base Conversion Table

Given Pressure Base	To Pressure base at 14.73
14.65	0.9946
15.025	1.0200

Follow these steps to convert your Btu content to ONRR standard pressure:

Step 1: Find the given pressure base in the left column.

Step 2: Find the corresponding conversion factor for 14.73 psia.

Step 4: Divide your given Btu content by the conversion factor.

Example:
Convert 983 Btu/cu ft at 14.65 psia to 14.73 psia.

983 Btu/cu ft **divided by** 0.9946 = 988 Btu/cu ft at 14.73 psia.

MMBtu = 3,500 Mcf x 988/1,000 = 3,458 MMBtu

17	Sales Value	**If you report product codes 03, 04, 12, 15, 16, or 39,** use the MMBtu price. Sales value equals gas MMBtu multiplied by price. **If you report any other oil or gas product codes**, use the bbl, Mcf, gal, and long ton price. Sales value equals sales volume multiplied by price.

Field number	Field name	Field entry information
17	Sales Value *(continued)*	See 30 CFR 1206 and the *Oil and Gas Federal Payor Handbook* or the *Oil and Gas Indian Payor Handbook* for specific guidance on valuation. **If you report Indian leases:** For gas prices in an index zone, see Appendix A. For monthly major portion prices and due dates, see Appendix A. **If you report geothermal production**, see Chapter 7 of this handbook or the *Geothermal Payor Handbook — Class 1 Leases* or *Geothermal Payor Handbook — Class 2 & 3 Leases* for specific reporting guidance.
18	Intentionally left blank	Do not use this field.
19	Royalty Value Prior to Allowances	The result of the sales value multiplied by the royalty rate. **Geothermal reporters:** This field applies only to geothermal byproduct royalties.
20	Transportation Allowance	A deduction from royalty due for the reasonable, actual costs of transporting production from the lease or agreement to a sales point or point of value determination off the lease or agreement. For specific guidelines, see 30 CFR 1206 and the *Oil and Gas Federal Payor Handbook* or the *Oil and Gas Indian Payor Handbook.*

NOTE

It is critical that you use the correct royalty rate when calculating your payment to ONRR. The lease royalty rate is specified in your lease terms. However, your royalty rate may be modified by various royalty relief programs. Do not confuse royalty rate with your division order percent (DOP). The royalty rate is a component of DOP. If you are uncertain of your royalty rate, contact Reference and Reporting Management. (For contact information, see Appendix A.)

Field number	Field name	Field entry information
20	Transportation Allowance *(continued)*	ONRR encourages you to report your transportation allowance deduction as part of your royalty transaction. **Geothermal reporters:** This field applies only to geothermal byproduct royalties.
21	Processing Allowance Deduction	A deduction from royalty due for the reasonable, actual costs of extracting and recovering gas plant products from a gas stream. For specific guidelines, see 30 CFR 1206 and the *Oil and Gas Federal Payor Handbook* or the *Oil and Gas Indian Payor Handbook.* ONRR encourages you to report your processing allowance deduction as part of your royalty transaction. **Geothermal reporters:** This field does not apply to geothermal resources.
22	Royalty Value Less Allowances	Royalty value after you deduct transportation and/or processing allowances.
23	Payment Method Code	A two-digit code identifying how and to whom you make the payment. This is the amount of payment due ONRR. For a list of payment method codes, see Appendix G.

3.2.3

NOTE

ONRR does not accept cash payments under any circumstances.

Field name	Field entry information
Payment Information: Checks to ONRR (PM1)	Use PM1 when you pay by check on a privately acquired lease. Include the following information on your check: • DOI—ONRR • Your five-digit payor code • Your eight-digit PAD number Send your payment to the appropriate address listed in Appendix A.
Payment Information: Indian Direct Pay (PM2)	Use PM2 for payments mailed directly to an individual Indian allottee or to CIRI. Also use PM2 when authorized by BIA or the tribe and ONRR.
Payment Information: EFT Payment (PM3)	Use PM3 if you report Federal and/or Indian leases that are paid by EFT to ONRR.
Payment Information: Royalty in Kind (PM4)	Use PM4 to report the total value of royalty oil taken (small refiner Navajo Nation leases only).
Payment Information: Checks to ONRR for BIA (PM5)	Use PM5 when paying by check on an Indian lease. • A separate check must be sent for the total to each tribe or BIA agency/area office. • Allotted lease payments to ONRR must specify "allotted" and the administering BIA agency/area office. • Include the following information on your check: – DOI—ONRR for BIA – Specific name of the tribe that owns the lease or specific agency/area office responsible for the lease – Your five-digit payor code – Your eight-digit PAD number
Payment Information: Other (For Future Use) (PM6)	Do not use PM6 as it is held in reserve for future use.

Field name	Field entry information
Payment Information: Indian Lockbox (PM7)	Use PM7 for payments made to Indian tribes that have active lockbox lease payment agreements. The following tribes currently have these arrangements: • Blackfeet Nation • Jicarilla Apache Tribe • Navajo Nation • Southern Ute Indian Tribe • Ute Indian Tribe For tribal lock box addresses, see Appendix A.

NOTE *For additional information on payment options, see 30 CFR 1218.*

Field name	Field entry information
Payment Information:	The total dollar value of all payments must match the Total All Payments amount in the Report Total field.
Payment Information: Less Available Credits (credits may not be applied to PM2, PM4, PM7): Doc. ID	Identifies a credit you have with ONRR to reduce the amount paid on Form ONRR-2014. A credit can result from an overpaid Form ONRR-2014, credit from a bill, overpaid interest, etc. (For contact information, see Appendix A.) You may report credits only if you report one or more of these payment method codes: PM1, PM3, or PM5. You can take up to three credits on each report.
Payment Information: Net Payment for this Report	From the Total All Payments field, subtract available credits and payment methods 2, 4, and 7 to obtain the amount of the Net Payment for this report. Enter the amount of your actual payment due to ONRR.