# New Electronic Form 8 Oil & Gas Conservation Levy Training

## **Operator Meeting** January 11, 2022



COLORADO Oil & Gas Conservation Commission

Department of Natural Resources





### Chris Eisinger & Teri Ikenouye

## **Electronic Form 8: Timeline**

- All Form 8s and associated levy payments for 4th Quarter 2021, due March 1, 2022, MUST be filed using the electronic form and electronic payment system. No paper forms or paper checks will be accepted.
- Payers will be able to submit electronic Form 8s and make associated payments beginning early February.
- Paper checks received after February 14<sup>th</sup> will not be processed.



## General Guidelines

- The levy is to be reported and submitted quarterly on the COGCC Form 8.
- There is no waiver for minimum amounts due.  ${\bullet}$
- Levy payments calculated on an operator/product basis. ullet
- Only sales from production of wells in Colorado are subject to the levy ullet
- The formula for levy calculation is: (Total \$ Value Sold - Exempt \$ Value) x (Assessed Rate) = Levy \$ Due
- Interest of 3% is due on late filings AND adjustments
- Interest formula:  $\bullet$ (Total Levy Due x .03) x (# Months Late) = Interest due
- AUTOMATIC calculations on electronic Form 8



## IF this is your first time using COGCC's electronic forms you must submit a Form 1A . . .

To establish login credentials (username and password) for the COGCC electronic form system as a Designated Agent

- 1. If already registered with COGCC, submit a Form 1A
  - Necessary for all individuals whether you're associated with the operator, first purchaser, OR a third-party contractor ٠
  - Individuals that prepare and submit levy FOR multiple operators will need to have EACH operator add you to their ٠ designated agent list via separate Form 1As.
  - Individuals that prepare and submit levy ON BEHALF OF one or more operators (such as a first purchaser) only need to ٠ establish credentials as a designated agent via a single Form 1A.
- 2. If not already registered with COGCC, please see Form 1 and Form 1A for registration guidance
- 3. After the Form 1A is submitted, processed, and approved, you will receive an email with your login credentials
- 4. Login to electronic form system using your new credentials



## Form 1A -Designation of Agent

### Assuming you are already registered with COGCC . . .

- Complete agent company name and address 1)
- Leave the principal agent information blank
- Complete middle section with designated agent information (include 3) '8' for forms authorized to submit) and check 'Add' box
- Complete bottom section with company name, operator\payer number, 4) and authorizing signature
- 5) Email complete and **signed** Form 1A to Deb Bracey (deborah.bracey@state.co.us)
- IF you are an individual who pays ON BEHALF OF multiple operators (e.g. first purchaser), only ONE Form 1A needs to be submitted.
- IF you are an individual who pays FOR multiple operators (e.g. third-party contractor), a separate Form 1A needs to be submitted by EACH operator you work with. You may also need to submit another Form 1A INITIALLY to establish yourself as an agent with your own third-party company. Please reach out to Deb Bracey if you have questions.

### For detailed Form 1A guidance:

https://cogcc.state.co.us/documents/reg/Forms/instructions/Form\_Instructions/Form\_1A\_Instructions\_20210416.pdf

COGCC Staff Contact: Deb Bracey (deborah.bracey@state.co.us)



FORM	Click here to rese	t form		
1A	State of Color	ado	[	FOR OGCC USE ONLY
Rev 12/04 Oi	I and Gas Conservation	Commission		
-	ite 801, Denver, Colorado 80203 (303)8			
	DESIGNATION OF	FAGENT		
file with the Commis this form is receive effect until written in Approved persons	an agent of an owner(s) of the l ssion. Individual access to online d, via mail or fax, at the addres notice is provided by the owner to submit documents as emploinformation required.	e form submission will not is above. This designation in to terminate the agent of	be activated until n shall remain in or representative.	
Agent Company Nam	ne: Company A			
Address: 1234 Som	ewhere St	City: Denver	State: CO	Zip: 80203
any termination of the made. Name of Principal Ag	e agent's authority, and in the lat	-	of a new agent or agent	-
				☐ Add
Phone:	Fax:	Email:		Modify
				Delete
he below listed indivi	iduals are designated as represe	ntatives, authorized to sign	n and submit forms on b	ehalf of the operator:
ohn Doe	$(1 1)_{1}$	Accountant		Action :
Print Name	Signature	Title		Add
303) 123-4567	john.doe@state.co.us	8		Modify
hone	Email	Forms Authorized	to Submit (ALL or Form #s)	Delete
				Action :
Print Name	Signature	Title		Action:
				Modify
hone	Email	Forms Authorized	to Submit (ALL or Form #s)	

ess:		004	0	
	1	234	So	me

-							
	h	$\sim$	-	0	٠		
		U		С			

FORM	Click here to reset t	form		
1A Rev 12/04	State of Colorad	do	F	OR OGCC USE ONLY
Oil an	d Gas Conservation (	Commission		
1120 Lincoln Street, Suite 80	1, Denver, Colorado 80203 (303)894	-2100 Fax:(303)894-2109		
	DESIGNATION OF	AGENT		
file with the Commission this form is received, via effect until written notice	agent of an owner(s) of the lea . Individual access to online fr a mail or fax, at the address e is provided by the owner to ubmit documents as employe nation required.	orm submission will not be above. This designation terminate the agent or	e activated until shall remain in representative.	
Agent Company Name: C	company A			
Address: 1234 Somewh	iere St	City: Denver	State: CO	Zip: 80203
	he Principal Agent agrees to in ent's authority, and in the latter Signature of Principal A	r case, the designation of		shall be immediately
Phone:	Fax:	Email:		Modify
The below listed individual	s are designated as representa	atives, authorized to sign a	and submit forms on be	ehalf of the operator:
John Doe	(11)	Accountant		Action :
Print Name	Signature	Title		Add
(303) 123-4567	john.doe@state.co.us	8		Modify
Phone	Email	Forms Authorized to	Submit (ALL or Form #s)	Delete
				Action :
Print Name	Signature	Title		Add
				Modify
Phone	Email	Forms Authorized to	Submit (ALL or Form #s)	,

1120 Lincoln Street, Suite 801	State of Colorado d Gas Conservation Co benver, Colorado 80203 (303)894-21 DESIGNATION OF AC	ommission 00 Fax:(303)894-2109 GENT		FOR OGCC USE ONLY
file with the Commission. this form is received, via effect until written notice	gent of an owner(s) of the lease Individual access to online form a mail or fax, at the address about is provided by the owner to the abmit documents as employees mation required.	n submission will not ove. This designation erminate the agent	t be activated until on shall remain in or representative.	
Agent Company Name:	ompany A			
Address: 1234 Somewh		City: Denver	State:	Zip: 80203
Colorado. Furthermore, th	n, or from other persons author ne Principal Agent agrees to imm nt's authority, and in the latter ca Signature of Principal Agen	nediately report in wr ase, the designation	iting, all changes of add	dress of the agent, and ts shall be immediately gent: Action:
				D Add
Phone:	Fax:	Email:		Modify     Delete
The below listed individuals	are designated as representativ	ves, authorized to sig	n and submit forms on t	behalf of the operator:
				Action :
		Accountant		
	signeture john.doe@state.co.us	Title 8		✓ Add
John Doe Print Name (303) 123-4567 Phone		Title 8	to Submit (ALL or Form #s)	
Print Name (303) 123-4567	john.doe@state.co.us	Title 8	to Submit (ALL or Form #s)	<ul> <li>Add</li> <li>Modify</li> <li>Delete</li> </ul>
Print Name (303) 123-4567	john.doe@state.co.us	Title 8	to Submit (ALL or Form #s)	Add Add Modify Delete Action: Add
Print Name (303) 123-4567 Phone	john.doe@state.co.us Email	Title 8 Forms Authorized Title	to Submit (ALL or Form #s)	Add Modify Delete
Print Name (303) 123-4567 Phone Print Name	john.doe@state.co.us Email Signature	Title 8 Forms Authorized Title		Add Modify Delete
Print Name (303) 123-4567 Phone Print Name	john.doe@state.co.us Email Signature	Title 8 Forms Authorized Title		Add Modify Delete
Print Name (303) 123-4567 Phone Print Name Phone	john.doe@state.co.us Email Signature Email	Title 8 Forms Authorized Title Forms Authorized		Add Modify Delete Action : Add Modify Delete Action :

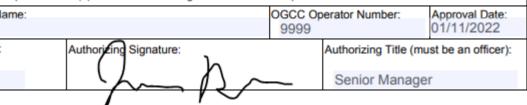
Pursuant to the Rules a
the State of Colorado,
initial purchaser who is
Agent Company and/or
Authorizing Company N

Company B Print Authorizing Name:

Jane Doe



COLORADO Oil & Gas Conservation conducting oil and gas operations in the State of Colorado, does hereby designate the above representative(s) as authorized to sign on behalf of the operator



### https://cogcc.state.co.us/documents/reg/Forms/PDF\_Forms/form1a.PDF

4

## Electronic Form 8 Workflow Demo

## View video demonstration in YouTube recording for the January 11, 2022 operator meeting:





## Electronic Payment System (EPS)

- $\checkmark$  Payments accepted via electronic check only.
- $\checkmark$  Payment will be required at the time of Form 8 submission.
- $\checkmark$  Receipts will be generated and emailed to payer at time of payment.
- $\checkmark$  IF error in payment on first filing, a corrected Form 8 should be filed.
- Overpayments will be processed by COGCC staff and paper refund checks mailed to recipient.



## **Electronic Form 8 - Additional Information**

Interest will automatically be calculated on late filings with due dates strictly enforced

### FORM 8, OIL AND GAS CONSERVATION LEVY 217.

a. On or before March 1, June 1, September 1, and December 1 of each year, every producer or purchaser, whichever disburses funds directly to each and every person owning a working interest, a royalty interest, an overriding royalty interest, a production payment, and other similar interests from the sale of oil or natural gas subject to the charge imposed by § 34-60-122(1)(a), C.R.S., will file a Form 8, Oil and Gas Conservation Levy with the Director and remit the levy payment. The Form 8 will show, by Operator, the volume of oil, gas, or condensate produced or purchased during the preceding calendar quarter, including the total consideration due or received at the point of delivery. No Form 8 will be required when the charge imposed is zero mill (\$0.0000) per dollar value. The levy will be an amount fixed by order of the Commission.

1st Quarter Levy - Due June 1 Reports sales in January, February and March

2nd Quarter Levy - Due September 1 Reports sales in April, May and June

3rd Quarter Levy - Due December 1 Reports sales in July, August and September

4th Quarter Levy - Due March 1 Reports sales in October, November and December

- New product categories include Condensate, Natural Gas Liquids (NGLs), and Helium
- Regarding exemptions, if 'Other' is selected, a brief description is required (e.g. AG Bank, Owned by City, Special Tax District, etc.)



COLORADO Dil & Gas Conservation

## Adjustment Filings on Legacy Form 8 Submissions

Adjustments to existing Form 8s filed using pdf must be submitted via pdf (paper) Form 8

- 1) Complete and submit paper Form 8 to COGCC staff
- 2) COGCC staff will review, calculate interest, and generate invoice
- 3) Invoice with link to EPS will be emailed to payer
- 4) Payer will submit payment via EPS and receive receipt





					GAS	Click here to r	eset form
62088 Oil	Stat		of Colorado	Commission	construints constraints	FORM 8	Rev 10/22/01
	20 Lincoln 894-2100 Fa		Suite 801, Denver, 894-2109			FOR OGC	C USE ONLY
OIL	. AND G/	IS CO	INSERVATION LE				
Mail all remittance to the C Only one quarter is to be re	ported per FOR	M 8. Adj	ustments and replacement		quarter must be		
filed on a separate Form 8 f Oil and gas revenues must b	e segregated; s	how pro	duct code Oil "O", Gas "G				
Exempted interests are: The Subdivisions "O", and any Inc	United States	of Amer	ica "F", the State of Color	ado "5", or any of	its Political	Receipt Numb	er:
United States. Reason must be given for all	exemptions ta	ken and	shall be entered on a seg	parate line with op	erator name,		
operator number, product i Payment on market value sh							
This ret			e due on or before for the preceeding			er 1,	
GCC Payor Number:	und Decen		for the preceding	Form Prepa	-		
ame of Payor:		-			first	last	
ddress:				Phone	Number: (	)	
lity	St	ate	Zip:	Fax N	lumber: (	)	
This return cove	ers oil and	gas s	sold during quart	ter	of year		
Assess	ed Mill Le	vy for	Period:				
First	Filing		Adjust	ment		Replacement	
Total Sales for Peri	od	Tota	Levy Due	Interest	Due	Total Due	
Operator Name	Operator Number	Pro- duct	Total Volume Sold in MCF or BBLS	Total Value So in Dollars		Exempt Value in Dollars	Levy Due
	<u> </u>	-					
	<u> </u>	-					
		+					
	-	-					
	l certify that	to the	am hereby authoriz			ein is correct.	
o submit this report and d	io certify that	to the		the information	contained her	ein is correct.	

https://cogcc.state.co.us/documents/reg/Forms/PDF\_Forms/tm8\_page1.pdf https://cogcc.state.co.us/documents/reg/Forms/PDF Forms/fm8 cont page.pdf

# Questions?

Teri Ikenouye teri.Ikenouye@state.co.us

Chris Eisinger chris.eisinger@state.co.us

Deb Bracey (Form 1A) deborah.bracey@state.co.us



**COLORADO** Oil & Gas Conservation Commission

Department of Natural Resources

