Change of Address Form Instructions

1. First, **download** and **save** the form to your computer.

2. **Open** the saved form from where you saved it on your computer.

3. **Type** in your information, completing all fields.

4. **Check the box** under TERMS OF ACCEPTANCE & SIGNATURE and type in your complete name. (By checking this box and typing your name, you are electronically signing the Change of Address form and confirming that you understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.)

5. Click **Save** on the Change of Address form.

6. **Email** the completed form to owners@hdopco.com.

Note: If you prefer to submit the Change of Address form by postal mail, follow instructions 1-4 above, then **print** the completed form and **mail** to:

HD Operating Co., LLC
C/O CAMS
Attn: Owner Relations
910 Louisiana Street, Suite 2400
Houston, Texas 77002

Change of Address Form

I, _____, authorize HD Operating Co., LLC and/or its affiliates/ subsidiaries to change the address on my owner account.

Owner Number: _____

Last 4 Digits of Social Security # / Taxpayer ID: _____

Name on the Account: _____

Your Name (if you are not the owner): _____

(If not previously provided, please attach documentation establishing your relationship with the Account Owner for HD Operating's review)

Address:	**Address:**
City:	**City:**
State:	**State:**
Zip:	**Zip:**
Country:	**Country:**
	Phone:
	E-mail:

All fields must be complete, or the change of address cannot be processed. After HD Operating's receipt and approval, the change of address will become effective within thirty (30) days.

TERMS OF ACCEPTANCE & SIGNATURE

I, the requestor for this Change of Address Form, warrant the truthfulness of the information provided in this submission. I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.

Step 1: Check the box below

☐ – *By checking this box and typing my name below, I am electronically signing this Change of Address Form.*

Step 2: Type your name in the boxes below. A signature is required by all parties listed on the account.

_____	_____	_____	_____
First Name	Middle Initial	Last Name	Suffix
_____	_____	_____	_____
First Name	Middle Initial	Last Name	Suffix

Email this completed form to owners@hdopco.com