**ACH Direct Deposit Request**

Encana Oil & Gas (USA) Inc. is converting payments to electronic deposits (ACH). In order to facilitate this transition, we require information from you. Please be advised that the information requested below will be kept **strictly confidential** and used solely for the purpose of facilitating Direct Deposits.

**Social Security Number & Email Address**

SSN (or Tax ID#) Required for validation purposes only (last 4 is sufficient):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address for contact purposes only: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check Stub Detail**

When you sign up for ACH, your check stub detail will no longer be mailed to you. You will need to access the Owner Relations PDS website to review your check stub detail OR you can elect to have your check stub detail automatically emailed to you each month. To find your revenue check stub detail go to the following link: <http://orms.pds-austin.com/encana/>

1. Click on Register Now
2. Fill in information for Setup New Account
3. Fill in Check Detail tab at the bottom of screen
4. Click on Add Access
5. Go back to login screen to login with your new user id and password
6. Click on ‘I Accept’ on the Terms with Service Agreement screen
7. If you wish to have your check stub detail automatically emailed to you each month, click on Owner Profile
8. Choose Check Detail Data under the Auto Send Options
9. Check box to ‘Please send email statements’, type in your password, click Update.

For assistance registering contact our Owner Relations hotline at: **1-866-917-3700** or email the following:

encanasupport@pdsenergy.com

**Direct Deposit Requirements**

To allow you to receive payments by Direct Deposit, Encana requires **ONE** of the following;

* + **Void Check** (not including temporary checks)
	+ **Bank Letter**

Containing the following information;

* **Account Name** (must match name on Encana account), **Account Number,** and **Bank Routing Number**

**Returning the Form with your Proof of Banking**

**Please use ONE of the following;**

Email: ACH.USAOwner@encana.com

Fax Number: 720-876-5406

Mail: Encana Oil & Gas (USA) Inc., Attn: ACH 370 17th Street, Suite 1700, Denver, Colorado 80202

For questions regarding ACH set-up, please email the address above or call 720-876-3167