



Cornerstone
Natural Resources LLC

To: All Vendors

Cornerstone Natural Resources LLC is now offering direct deposit, also called Automated Clearing House (ACH), for accounts payable (AP) to vendors. The purpose of this letter is to invite you to enroll in direct deposit.

Why should YOU enroll in direct deposit?

- Vendors enrolled in direct deposit typically receive their payments within 1-2 business days after Cornerstone has processed our weekly AP check runs. Manual checks are delivered through the US Postal Service, which can take up to a week or longer for delivery.
- Direct deposit eliminates lost checks and minimize fraud.

If I enroll in direct deposit, how will I receive my monthly AP remittance detail?

- The details of your direct deposit payment will be received via email, so a valid email address is required.
- We are working to move AP remittance statements to EnergyLink in the future.

How do I enroll?

- To enroll in the program, simply fill out the enclosed form and return the executed original enrollment form to Cornerstone by mail along with a voided check from your designated bank account or account verification letter (signed by a bank representative) from your bank.

We hope to hear from you soon!

Sincerely,

Cornerstone Natural Resources
Land Department (Option 1 – Sarah Garrett)

3190 S. Vaughn Way, Ste 550, Aurora, CO 80014
Office: 720-213-3811
www.cornerstonenaturalresources.com

Direct Deposit Enrollment Form

Vendor Information

Please select one: New Request Change Request

Vendor Number (5-digit number located on check detail)

Vendor Name

Vendor Phone (mobile) (home)

Vendor Address

Vendor Address (City, State, Zip)

Vendor Email (for direct deposit remittance)

Banking Information

Vendor Name Listed on Bank Account

Bank Name

Bank City, State

Account Type (Select one): Checking Savings

Routing # _____ Account # _____



Attach voided check here

No photocopies accepted

Please return this form with a voided check or account verification letter (*signed by a bank representative*) from your bank. Requests received without proper support documents will not be enrolled in direct deposit.

MAIL FORM TO:

Cornerstone Natural Resources
3190 S Vaughn Way, Suite 550
Aurora, CO 80014
Attn: Land Department

If bank account information for an entity other than the Cornerstone owner is provided, you must check the box below:

I acknowledge that the bank account information above and the voided check/verification letter attached do not match the owner's name on the Cornerstone account, and I request to be enrolled into direct deposit with the information provided.

Representative Signature

Date