



IRS Form W-9

Instructions for Submittal to CHK

1. First, you must **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. **Print** the form and **sign** it.
5. **Scan** and **save** the completed and signed W-9 form to your computer.
6. **Email** the scanned W-9 form to contact@chk.com.

*Note: If you prefer to submit the W-9 form by postal mail, follow instructions 1-4 above and **mail** the completed form to:*

Chesapeake Operating, L.L.C.
Attn: Owner Relations
P.O. Box 18496
Oklahoma City, OK 73154-0496