

How to Obtain Blank Forms and File Water Use or Zero Use Online

Obtaining blank forms online

Use this option if the form you are filing cannot be filed on line. The four forms that can be filed online are listed below the topic “Filing Water Use Online” below

Filing water use on line

If the form you need to file is listed below, you will need to either file online or contact ADWR by phone (602-771-8585) or email (earp@azwater.gov). PLEASE NOTE: You no longer need a login or password to file online.

1. ID Summary (IGRs that do not pump from wells)
2. Short Form Summary (Type II Non-IGRs or Groundwater Withdrawal Permit with annual allotments of 10 acre feet or less)
3. Individual User Summary (Turf facilities that typically don't have their own right or permit but receive water from cities, towns, private water companies or irrigation districts.)
4. Irrigation Non-Expansion Area (INA) Summary (Irrigation or Non-Irrigation authorities in the Douglas, Joseph City or Harquahala INA)

Filing zero water use on line

Zero Use reports can be filed for all summary types except for Best Management Practices participants (BMPs, 88-), or Long Term Storage Account Holders (70S)

Obtaining Blank Forms online

A. Starting from the very first screen of the AMA Electronic Annual Report Screen, click “Next”

WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES
2012 ELECTRONIC ANNUAL REPORT PROCESS

2012 Annual Reports Filing Deadlines

2013 DUE DATES (since March 31st falls on a Saturday)

- If submitted electronically, no later than 11:59 PM (Arizona time) on Monday, April 2nd
- If submitted via regular mail, the report must be postmarked no later than April 2nd, 2013
- If hand delivered, the report must be received no later than 5:00 PM, April 2nd.

2012 Designation of Adequate Water Supply and Community Water System Annual Reports are due no later than June 1st, 2013

NOTE: If you are using Internet Explorer 8 you will need to enable [compatibility mode](#) in Internet Explorer.

Next

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Fax: (602) 771-8684

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B. Read through the introduction page, then click “Next”:

[Help](#)

WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES ANNUAL WATER WITHDRAWAL AND USE ONLINE REPORTING TOOL

Annual Reports are due March 31st, 2013 for the 2012 Reporting Year
Designation of Adequate Water Supply Reports are due June 1st, 2013 for the 2012 Reporting Year

Online reporting provides a more efficient means to report and file [four types](#) of annual water use report forms.

Just follow these five easy steps:

Step 1 **Provide ADWR Right/Permit/User ID number (xx-XXXXXX.xxxx).**

Step 2 **Verify owner and reporting party information.**

Step 3 **Verify basic right/permit information.**

Step 4 **Input annual report data.**

Step 5 **Review and submit annual report data.**

Once you verify that the data is correct, you will pay any applicable fees, submit the report, and a receipt will be generated for you.

If you have questions, please contact ADWR via [e-mail](#) or by phone at (602)771-8585.

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C. STEP 1 – Provide ADWR Right Number:

- Enter the right, permit or authority number in the XX.XXXXXX.XXXX format
- Select the “Yes” radio button
- Click on the “Next” button

Help

STEP 1 - Provide ADWR Right Number

STEP 2 - Verify Customer Information

STEP 3 - View Right Information

STEP 4 - Enter Annual Report Information

STEP 5 - Review and Confirm

STEP 6 - Certify and Submit

STEP 1 - Provide ADWR RIGHT NUMBER

Based on the right/permit number you entered below and whether or not you used water in 2012, you will be directed to either (1) the screen to begin the online filing process or (2) the screen that requests your email address so that the Department can email forms to you. Note: Some reports cannot currently be filed online and must be printed, filled out, and mailed to the Department.

ADWR Right Number:

In calendar year 2012, was any water pumped or received pursuant to this Right/Permit?

YES - This Right/Permit pumped water, and/or received water from another source(Not Zero Use)

NO - This Right/Permit DID NOT pump and/or receive water from another source(Zero Use)

Reporting Year: 2012

If you have questions, please contact ADWR via [e-mail](#) or by phone at (602)771-8585.

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- You just need to first enter your email in the blank below the label reading, “Enter your email address to receive the form in pdf format”, as shown below and
- Then click on the button that says, “Please email the form to me”.
- The online tool will return a message in red saying, **“An email will be sent to earp@azwater.gov in a few minutes containing the requested annual report forms.”** The email will come from **NOREPLY@AZWATER.GOV.** For some people, the email may get blocked by spam blockers.
- You can then print out the forms, fill them out and return them to DWR.

The right/permit number and 2012 water-use information for the IRD Summary, cannot currently be reported online.

Please enter your email address below and click on: "Please email the form to me" so you can print it, fill it out, and mail it to the Department no later than March 31, 2013.

Right/Permit Number: 57-002520-0000

Enter your email address to receive the form in pdf format

[Start an Annual Report for a different right/permit number](#)

[Please email the form to me](#)

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Filing Water Use Online

A. Starting from the very first screen of the AMA Electronic Annual Report Screen, click “Next”

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2012 Designation of Adequate Water Supply and Community Water System Annual Reports are due no later than June 1st, 2013

NOTE: If you are using Internet Explorer 8 you will need to enable [compatibility mode](#) in Internet Explorer.

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B. Read through the introduction page, then click “Next”:

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WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES ANNUAL WATER WITHDRAWAL AND USE ONLINE REPORTING TOOL

Annual Reports are due March 31st, 2013 for the 2012 Reporting Year
Designation of Adequate Water Supply Reports are due June 1st, 2013 for the 2012 Reporting Year

Online reporting provides a more efficient means to report and file [four types](#) of annual water use report forms.

Just follow these five easy steps:

Step 1 **Provide ADWR Right/Permit/User ID number (xx-XXXXXX.xxxx).**

Step 2 **Verify owner and reporting party information.**

Step 3 **Verify basic right/permit information.**

Step 4 **Input annual report data.**

Step 5 **Review and submit annual report data.**

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C. Enter right or permit number and select the radio button for “yes” (water was used in 2012) as shown in the screen immediately below.

- Click “Next”

Help

STEP 1 - Provide ADWR Right Number

STEP 2 - Verify Customer Information

STEP 3 - View Right Information

STEP 4 - Enter Annual Report Information

STEP 5 - Review and Confirm

STEP 6 - Certify and Submit

STEP 1 - Provide ADWR RIGHT NUMBER

Based on the right/permit number you entered below and whether or not you used water in 2012, you will be directed to either (1) the screen to begin the online filing process or (2) the screen that requests your email address so that the Department can email forms to you. Note: Some reports cannot currently be filed online and must be printed, filled out, and mailed to the Department.

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YES - This Right/Permit pumped water, and/or received water from another source(Not Zero Use)

NO - This Right/Permit DID NOT pump and/or receive water from another source(Zero Use)

Reporting Year: 2012

If you have questions, please contact ADWR via [e-mail](#) or by phone at (602)771-8585.

Back Next

D. Step 2 Verify Customer Information through Step 4 Enter Annual Report Information

From that point on, there are links to the help sections within the eAR program to help you through the rest of the process. **Please note, you must be in edit mode (blue dotted lines) to make any changes/edits to your data.**

TO ENTER NEW DATA, click on +. TO UPDATE EXISTING DATA, click on Edit button.

Click ✓ after entering new data or update existing data.

E. Screen 5 is the last one and it allows you to review and confirm what you entered earlier, and pay fees, if applicable. You must complete the name, title, email and phone number, and check the checkbox before you click the “Submit Report” button. Please note that this page is NOT a receipt of submittal. It is provided so that you may view and/or print your data before finalizing your report. Click on the “Submit Report” button at the bottom of the page to complete the reporting process. PLEASE MAKE SURE TO DISABLE THE POP UP BLOCKER SO THAT YOU CAN VIEW AND PRINT YOUR RECEIPT.

| | |
|--|---------------|
| Total Water Received (acre-feet): 0.00 | |
| Fee section: | |
| Withdrawal Fee: | \$0.00 |
| Late Report Fee: | \$0.00 |
| Late Payment Fee: | \$0.00 |
| Total Fees Due: | \$0.00 |

| | | | | | |
|--------|----------------------|--------|----------------------|-------|---------------------|
| Name: | <input type="text"/> | Title: | <input type="text"/> | Date: | 1/3/2013 2:27:28 PM |
| Email: | <input type="text"/> | Phone: | <input type="text"/> | | |

I hereby certify, under penalty of perjury, that the information contained in this report is, to the best of my knowledge and belief, true, correct and complete.
To view receipt(s), please disable all the [pop-up blockers](#).

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FILING ZERO WATER USE ONLINE

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C. Enter right or permit number and select the radio button for “yes” (water was used in 2012) as shown in the screen immediately below.

[Help](#)

| |
|---|
| STEP 1 - Provide ADWR Right Number |
| STEP 2 - Verify Customer Information |
| STEP 3 - View Right Information |
| STEP 4 - Enter Annual Report Information |
| STEP 5 - Review and Confirm |
| STEP 6 - Certify and Submit |

STEP 1 - Provide ADWR RIGHT NUMBER

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Reporting Year: 2012

If you have questions, please contact ADWR via [e-mail](#) or by phone at (602)771-8585.

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D. The next step is Step 2 – Verify Customer Information. If any of the information is incorrect, please notify us. In most cases, you can continue on with the filing process even if something is not correct.

[Help](#)

| STEP 1 - Provide ADWR Right Number | <h3 style="margin: 0;">STEP 2 - Verify Customer Information for: 58-999999.0001</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Customer Type</th> <th style="width: 45%;">Name</th> <th style="width: 20%;">Address</th> <th style="width: 10%;">Phone</th> </tr> </thead> <tbody> <tr> <td>OWNER</td> <td>(TUCSON AMA) DUMMY RIGHT</td> <td>XX XX XX, XX 99999</td> <td></td> </tr> <tr> <td>OWNER</td> <td>CITY OF TUCSON</td> <td>XX XX XX, XX 99999</td> <td></td> </tr> <tr> <td>REPORTING PARTY</td> <td>jorge cano</td> <td></td> <td></td> </tr> <tr> <td>REPORTING PARTY</td> <td>(PHOENIX AMA) DUMMY RIGHT</td> <td>XX XX XX, XX 99999</td> <td></td> </tr> </tbody> </table> <p style="color: red; font-size: small; margin-top: 10px;">If this information is incorrect or for questions, please contact ADWR via e-mail or by phone at (602)771-8585.</p> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Back"/> <input type="button" value="Next"/> </div> | Customer Type | Name | Address | Phone | OWNER | (TUCSON AMA) DUMMY RIGHT | XX XX XX, XX 99999 | | OWNER | CITY OF TUCSON | XX XX XX, XX 99999 | | REPORTING PARTY | jorge cano | | | REPORTING PARTY | (PHOENIX AMA) DUMMY RIGHT | XX XX XX, XX 99999 | |
|--|--|---------------------------|--------------------------|---------|-------|-------|--------------------------|--------------------------|--|-------|----------------|--------------------------|--|-----------------|------------|--|--|-----------------|---------------------------|--------------------------|--|
| Customer Type | | Name | Address | Phone | | | | | | | | | | | | | | | | | |
| OWNER | | (TUCSON AMA) DUMMY RIGHT | XX XX XX, XX 99999 | | | | | | | | | | | | | | | | | | |
| OWNER | | CITY OF TUCSON | XX XX XX, XX 99999 | | | | | | | | | | | | | | | | | | |
| REPORTING PARTY | | jorge cano | | | | | | | | | | | | | | | | | | | |
| REPORTING PARTY | | (PHOENIX AMA) DUMMY RIGHT | XX XX XX, XX 99999 | | | | | | | | | | | | | | | | | | |
| STEP 2 - Verify Customer Information | | | | | | | | | | | | | | | | | | | | | |
| STEP 3 - View Right Information | | | | | | | | | | | | | | | | | | | | | |
| STEP 4 - Enter Annual Report Information | | | | | | | | | | | | | | | | | | | | | |
| STEP 5 - Review and Confirm | | | | | | | | | | | | | | | | | | | | | |
| STEP 6 - Certify and Submit | | | | | | | | | | | | | | | | | | | | | |

| | | |
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E. The next step is Step 3 – Verify Information for the Right or Permit Number. . If any of the information is incorrect, please notify us. In most cases, you can continue on with the filing process even if something is not correct.

[Help](#)

| | |
|--|--|
| STEP 1 - Provide ADWR Right Number | STEP 3 - Verify Information for ADWR Right Number: 58-999999.0001 RIGHT TYPE: TYPE 2 MINERAL EXTRACT GFR AMA: PINAL AMA ALLOTMENT: 1 <i>If this information is incorrect or for questions, please contact ADWR via e-mail or by phone at (602)771-8585.</i> |
| STEP 2 - Verify Customer Information | |
| STEP 3 - View Right Information | |
| STEP 4 - Enter Annual Report Information | |
| STEP 5 - Review and Confirm | |
| STEP 6 - Certify and Submit | |

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F. STEP 4 – INFORMATION: You will be asked here to confirm that no water was pumped from a well or received from any other source and then used pursuant to the right, permit or authority. If that is the case, click “Next” to file a zero water use report.

[Help](#)

RIGHT NUMBER: 58-999999.0001 Reporting Year: 2012

| | |
|--------------------------------------|--|
| STEP 1 - Provide ADWR Right Number | STEP 4 - Information * No water was pumped from a well * No water was received from another source, and used pursuant to this right/permit. Sources from which water would be received include: Municipal Provider Irrigation District Provider Grandfathered Right Any type of Withdrawal Permit Any other water source |
| STEP 2 - Verify Customer Information | |
| STEP 3 - View Right Information | |
| STEP 4 - ZeroUse Report | |
| STEP 5 - Review and Submit | |

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G. Step 5 – Review and Confirm. This screen allows you to review what you have indicated previously before you submit, and pay any applicable fees. If you are filing zero use and on time, no fees will be due. Please complete the name, title, email and phone blanks, and check the box indicating you are filing truthfully, correctly and complete. Please be sure the disable pop-up blockers and the click on the “Submit Report” button.

[Help](#)

RIGHT NUMBER: 58-999999.0001 Reporting Year: 2012

STEP 1 - Provide ADWR Right Number

STEP 2 - Verify Customer Information

STEP 3 - View Right Information

STEP 4 - ZeroUse Report

STEP 5 - Review and Submit

STEP 5 - Review and Confirm

* No water was pumped from a well

* No water was received from another source, and used pursuant to this right/permit.

Sources from which water would be received include:

- Municipal Provider
- Irrigation District Provider
- Grandfathered Right
- Any type of Withdrawal Permit
- Any other water source

Please note that this page is NOT a receipt of submittal. It is provided so that you may view and/or print your data before finalizing your report. **You must click on the Submit button at the bottom of this page to complete the reporting process.** A receipt will be generated at that time. Please print or save that receipt.

Fee section:

| | | |
|------------------------|--|---------------|
| Withdrawal Fee: | | \$0.00 |
| Late Report Fee: | | \$0.00 |
| Late Payment Fee: | | \$0.00 |
| Total Fees Due: | | \$0.00 |

Name: Title:

Email: Phone:

Date: 1/4/2013 9:34:21 AM

I hereby certify, under penalty of perjury, that the information contained in this report is, to the best of my knowledge and belief, true, correct and complete.

To view receipt(s), please disable all the [pop-up blockers](#).

Back Submit Report