

BASIC INSTRUCTIONS FOR SUBMITTING YOUR 2012 ANNUAL REPORT

The link to the online tool for filing ADWR Annual Groundwater Withdrawal and Use Reports is:

<http://www.azwater.gov/azdwr/WaterManagement/AMAs/phoenixAMA/AMAWithdrawalandUseAnnualReport.htm>

FILING THE FORM ONLINE

On the link above, click on the box: "To Print or File Your 2012 Annual Reports" to get started. "Zero Use" reports for most types of rights and authorities for which no water was withdrawn or used in 2012 may be filed online. **PLEASE NOTE:** We have changed the online tool so that you **do not need to log or have a password to file your form online**. All you will need is the right or permit number.

For a complete list of forms that can be filed online, go to:

<http://www.azwater.gov/azdwr/WaterManagement/AMAs/phoenixAMA/documents/LISTOFFORMSTHATCANBEFILEDONLINE.pdf>

OBTAINING THE PRE-PRINTED FORMS ONLINE

If the form you need to use cannot be filed online, you will need to obtain the pre-printed forms. Pre-printed forms for the forms that cannot be filed online are available at the same link above.

PLEASE NOTE: We have changed the online tool so that you **do not need to log in if you are simply obtaining pre-printed forms**. All you will need is the right or permit number and your email address to get forms emailed to you.

IF YOU CAN'T OR DON'T WANT TO FILE ONLINE OR OBTAIN FORMS ONLINE

If you cannot or do not want to file online or obtain forms online, please contact the Department by phone at 602-771-8585 to have form(s) sent to by mail, or contact the Department by email at earp@azwater.gov, list your right or permit number (starts with a 56-, 57-, 58-, etc.), and we will email you the pre-printed forms that you can print out and submit to the Department. Please note that due to staff size, we may not be able to complete your request the same day.

DEADLINE

Annual Reports must be submitted to the Arizona Department of Water Resources (Department) by using the online filing tool, in person, or postmarked by **March 31, 2013**. ***(However, since March 31st falls on a Sunday this year, reports hand-delivered to the Department by 5:00 pm Monday, April 1st or postmarked or filed online by midnight Monday, April 1st, will be considered filed on time.)*** You will receive an email for each right or permit for which you filed or obtained pre-printed forms. The right or permit number will appear in the subject line of the email.

WHERE TO MAIL OR HAND IN THE FORMS

If you choose not to file online, please print all forms, complete them and mail them to the Department at:

**ADWR
P.O. Box 36020
Phoenix, Arizona
85067-36020**

Please note: ADWR will have a temporary office in Casa Grande where you can file your annual reports on the following days: March 19th (Tuesday), March 20th (Wednesday), March 21st (Thursday), March 26th (Tuesday), March 27th (Wednesday), March 28th (Thursday), and April 1st (Monday). ADWR staff will be there from 8:00 am to no later than 4:00 pm (when the NRCS office closes) each day. Staff can accept debit and credit cards and checks, but not cash. The temporary office will be located at the NRCS Casa Grande Field Office, located at 520 Camino Mercado, Suite 12, Casa Grande, AZ, 85222 (the Casa Grande Mercado on Florence Blvd. off of I-10).

If you have questions about the temporary office, please contact us at 602-771-8585 or by email at earp@azwater.gov

