

BASIC INSTRUCTIONS FOR SUBMITTING YOUR 2013 ANNUAL REPORT

To go to the page to start the process to obtain your forms or file on line, [click here](#).

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 "Zero Use" reports for most types of rights and authorities for which no water was withdrawn or used in 2012 may be filed online.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, [click here](#).

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, 2014**. You should have received an email notice for each right or permit for which you filed or obtained pre-printed forms last year. 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 temporary offices at the locations and on the dates listed below from 9:00 am to no later than 4:00 pm each day. Staff can accept debit and credit cards and checks, but not cash.

Prescott AMA: Town of Prescott Valley Library and Civic Center, located at 7501 E. Civic Circle, Room 330, Prescott Valley, 86314, Tuesday, **March 18th**.

Tucson AMA: Arizona State Complex Building, 400 W. Congress, Conference Room 158, Tucson, 85701 (parking is to the west of the building) Thursday, **March 20th and Friday March 21st**.

Pinal AMA: USDA National Resource Conservation Service Casa Grande Field Office, located at 520 Camino Mercado, Suite 12, Casa Grande, 85222 (the Casa Grande Mercado on Florence Blvd. off of I-10) on Thursday, **March 27th and Friday, March 28th**.

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