

## Basic Instructions for Submitting Your 2021 Annual Report


To obtain your forms or file online, click (<https://new.azwater.gov/ama/online-annual-reporting>).

### TO FILE ONLINE

In the link above, click the blue button reading “REPORT YOUR 2021 WATER USE” to get started. “Zero Use Reports” for most types of rights and authorities for which no water was withdrawn or used in 2021 may also be filed online through the button “REPORT YOUR 2021 WATER USE”.

**You do not need a log in or password to file your form online.** All you will need is the right number or permit number (starts with a 56-, 57-, 58-, etc.).

**Currently, the following AMA Annual Reports are available for electronic filing using the online tool (eAR):**

-  AGRICULTURAL BMP WATER USE SUMMARY – For right holders who are currently enrolled in the Best Management Practices (BMP) Program.
- WQ SUMMARY – For those right holders having Type 1 or Type 2 non-irrigation grandfathered rights or groundwater withdrawal permits which report general industrial use (Schedule G5) or turf use (Schedule G2).
- GW SUMMARY – For Grandfathered Right holders who have withdrawn groundwater from their own wells, who may have received water from others or may have delivered water to other right holders.
- ID SUMMARY – For those irrigation rights receiving district deliveries as their sole source of water.
- SHORT FORM SUMMARY – For those right holders having Type 2 non-irrigation grandfathered rights or groundwater permits totaling ten acre-feet or less.
- INDIVIDUAL USER SUMMARY – For Individual Users who receive water from a service area right holder or irrigation district.
- IRRIGATION NON-EXPANSION AREA (INA) SUMMARY – For those people withdrawing groundwater from a non-exempt well(s) in an Irrigation Non-expansion Area (INA).
- INA SUMMARY – For those people withdrawing groundwater from a non-exempt well(s) in an Irrigation Non-Expansion Area.

### IN ADDITION

**ZERO USE REPORTS CAN BE FILED FOR ALL SUMMARY TYPES EXCEPT FOR INDIVIDUAL USERS (62'S) AND LONG-TERM STORAGE ACCOUNTHOLDERS (70'S)**

## **TO OBTAIN PRE-PRINTED FORMS ONLINE**

If the form you need to use cannot be filed online, you will need to obtain the pre-printed forms from the link at the top of this page.

**\*You do not need a log in or password to file if you are obtaining pre-printed forms.** All you will need is the “right” number or permit number (starts with a 56-, 57-, 58-, etc.) and your email address to have forms emailed to you.

## **IF YOU NEED ASSISTANCE**

If assistance is needed with obtaining your forms or filing forms online, please contact us by phone at 602-771-8585, or by email at [earp@azwater.gov](mailto:earp@azwater.gov).

## **Deadline**

Annual Reports must be submitted to the Arizona Department of Water Resources online, in person, or postmarked by March 31, 2021. You should have received an email notice or letter for each right or permit for which you filed or obtained preprinted forms last year. The “right” number(s) or permit number(s) will appear in the subject line of the email and will be listed towards the bottom of the letter.

## **WHERE TO MAIL**

Please print all forms, complete them and mail to: ADWR - P.O. Box 36020 Phoenix, Arizona 85067-36020

## **WHERE TO HAND DELIVER**

**Phoenix Office:** 1110 W. Washington St., Suite 310 Phoenix, 85007

If you have question, please contact us at 602-771-8585 or by email at [earp@azwater.gov](mailto:earp@azwater.gov)