

STEPS TO COMPLETING GROUNDWATER FORMS

1. START WITH THE METHOD C WORKSHEET AND THE INSTRUCTIONS & INFORMATION PAMPHLET:

- a. **Section C-1 (Crop or Turf Water):** Use this section when crops are produced for either market or personal use. If no crops are produced, line through Section C-1 and proceed to Section C-2.

For each crop produced: List the crop in Column A, record the appropriate factor in Column B and the number of acres in Column C. Multiply the factor by the acres to determine the total acre-feet of water used for that crop and record that number in the **appropriate** Acre-Feet Used Column D, E **or** F. *Refer to Water Definitions at the top of the Method C form.* Repeat for each type of crop.

Total the number of acres farmed and the acre-feet used for Columns D, E and F.

→ **Transfer C-1 Column D or E Totals to the Statement, Column A, Line 1 or 2 as appropriate.**

→ **Transfer C-1 Column F Total to Section C-2, Line 8, at the bottom of the Method C form.**

- b. **Section C-2 (Other Water - Non-Ag):** Use this section for domestic water use (including landscaping and livestock).

List each residence, office, shop, winery, etc. and the number of occupants and circle the type of landscaping. Based on that information, find the appropriate factor in the pamphlet. Repeat as needed for each structure.

For pool, pond, reservoir or acreage for larger areas, record the factor for evaporation of pumped water.

For extensive landscaping water use beyond what is reported above, briefly describe and record the associated acre-feet used in the "Report Other Water" area.

Report the number of head of livestock and record the associated factor from the pamphlet.

Total the number of Acre-Feet Used for Other Water.

→ **Transfer the C-2 Total Acre-Feet Used for Other (Non-Ag) Water to the Statement, Line 3, Column A.**

2. COMPLETE THE GROUNDWATER STATEMENT:

- a. Verify name, address, property information and number of wells we recorded in the heading area. Make necessary changes. Record your telephone number.
- b. Calculate the groundwater fees due on Lines 1, 2 and 3 and record the results in the appropriate Column C line.
- c. Total both Columns A and C and record the results in the appropriate space on Line 4.
- d. If delinquent, calculate 10% of Line 4 and record the penalty on Line 5.
- e. If delinquent, calculate 1% of Line 4 for each month delinquent and record the interest on Line 6.
- f. Prior charges: For office use only.
- g. Total Column C Lines 4 through 7 and record the result on Line 8. **This is the total amount due.**
- h. Complete the bottom section: Print and sign your name, title, date and email address.
- i. **Return the original Statement and Method C forms to the District with your payment by the due date shown on the Statement. Retain the yellow copies for your records.**

If you would like assistance completing your groundwater forms, please call us at 805-693-1156 ext 406 or email us at gwdept@syrwcd.com. We are here to help.