



Westlands Water District

3130 N. Fresno Street, P.O. Box 6056, Fresno, California 93703-6056, (559) 224-1523, FAX (559) 241-6277

January 2, 2014

NOTICE TO LANDOWNERS

Annual Certification/Reporting Forms

Federal Reclamation law requires certain landowners to annually submit certification/reporting forms as a condition of continued eligibility to receive water. Only landowners whose total westwide landholdings exceed the following acreage thresholds must submit forms.

<u>Acreage Limitation Status</u>	<u>Forms Submittal Threshold</u>
Qualified Recipient (New Law, 25 people or fewer)	240 acres
Limited Recipient (New Law, more than 25 people)	40 acres
Public Entities	40 acres
Trusts and Estates (benefiting 25 people or fewer)	240 acres
Trusts and Estates (benefiting more than 25 people)	40 acres
Farm Operator	960 acres

Please return completed forms by **February 1, 2014**, to allow timely processing before water is ordered for the next water year, thereby ensuring water service is not interrupted. If your forms are not received prior to the beginning of the 2014-15 water year, your land will be ineligible to receive water or any benefit of CVP facilities until the forms are submitted.

You may obtain your forms from the Bureau's website at www.usbr.gov/rra under the RRA Forms menu item. Reclamation law forms are also available at the District's Fresno or Five Points Field Offices.

Certification/Reporting Form Instructions

Complete the enclosed Certification/Reporting Questionnaire to determine your filing requirements and submit the appropriate forms based on your answers to the questions.

- Please include your Westlands Water District account number (if one has been assigned), next to your name on Line no. 1 of the appropriate form (i.e., Joe Brown Farming – Account # 123456). If you are a part-owner, please include the words "Part-Owner" next to your name on Line 1 no.1 of the appropriate form (i.e., Joe Brown – Part Owner).

- For land exceeding your non-full-cost entitlement, please complete the Selection of Full-Cost Land (Form 7-21FC). For land exceeding your ownership entitlement, please complete the Designation of Excess Land (Form 7-21XS).
- All forms for multiple ownership entities must be signed by all partners or part owners, unless you have a notarized entity signature authorization form on file with the District or your partnership agreement allows for only one party to sign on behalf of the entity. Spouses must sign on all individual forms unless a notarized spousal signature authorization form is on file with the District. Signature authorization forms are available from the District. Submittal of incomplete, unsigned, or undated forms may result in your land remaining ineligible to receive Project water. The Bureau of Reclamation will assess administrative fees for form(s) violations if water is delivered prior to receipt of forms.
- Landowners and water users are required to identify farm operators that perform farming services for an entity or trust. The Bureau of Reclamation defines a farm operator as an individual or entity other than the owner, lessee, or sub-lessee that performs any portion of the farming operation. This includes farm managers, but does not include spouses, minor children, employees for whom the employer pays social security taxes, or custom service providers. Farm operators that provide more than one service on more than 960 acres westwide must submit a "Declaration of Farm Operator Information" (Form 7-21FARMOP).
- If your landholdings change during the water year, you must notify all districts in which you hold land within 30 calendar days, and you must submit new forms within 60 calendar days of the change.
- Form 7-21VERIFY can only verify **ONE** standard form. Examples of commonly used standard forms include: 7-2180, 7-2181, and 7-21TRUST. Other standard forms are also subject to this filing requirement. If one Form 7-21VERIFY is used to verify two or more standard forms, the Bureau of Reclamation will assess an administrative fee for a form submittal violation.

Please contact Lucinda Anderson at (559) 241-6218 or Christine Braziel at (559) 241-6224 if you have any questions about certification/reporting rules.

WESTLANDS WATER DISTRICT

Certification/Reporting Questionnaire

Change in marital status

Have you married, divorced, or widowed Yes No

Change in title

Have you deeded land to another individual/entity Yes No

Are you the beneficiary of a newly created trust..... Yes No

Are you the trustee of a newly created trust..... Yes No

Have any members of your family holding title to land died..... Yes No

Are you the executor of land currently held in probate Yes No

Change in entities

Do you have an interest in a newly created corporation..... Yes No

Are you a partner in a new partnership Yes No

Are you a part-owner in a new tenancy-in-common Yes No

Has your ownership interest in an entity changed... Yes No

Change in landholdings

Have you bought or sold land Yes No

Have your lease holdings changed Yes No

Have you renewed or extended a lease for a period longer than one year..... Yes No

If you answer “yes” to any of the questions, **you need to file a new standard form**. If you can answer “no” to all of the questions, you are eligible to file the 7-21VERIFY form.

Please include your Westlands Water District account number (if one has been assigned), next to your name on Line no.1 of the appropriate form (i.e., Joe Brown Farming – Account # 123456). If you are a part-owner, please include the words “Part Owner” next to your name on Line no. 1 of the appropriate form (i.e., Joe – Brown Part Owner).

Please remember, form 7-21VERIFY can only verify one standard form. Examples of standard forms include (but are not limited to) 7-2180, 7-2181, and 7-21TRUST. Other standard forms are also subject to this filing rule and each standard form must have a new 7-21VERIFY form.

Reclamation law forms are available on the Bureau’s website at www.usbr.gov/rra or at the District’s Fresno or Five Points Field Offices. If you need assistance, please contact Lucinda Anderson (559) 241-6218 or Christine Braziel at (559) 241-6224.