



State Water Resources Control Board

May 1, 2026

NOTICE OF DEFICIENCY:
FAILURE TO FILE ANNUAL DIVERSION AND USE REPORT FOR THE 2024-2025
REPORTING PERIOD

Water Right: [Application Number]

Dear [Owner/Agent]:

Based on our records, the State Water Resources Control Board (State Water Board), Division of Water Rights (Division) determined that you are the Primary Owner or Agent for the water right listed above. The Primary Owner is required to file their Annual Water Diversion and Use Report with the State Water Board **before February 1**, even if no water was diverted or used.

As of the date of this letter, the Division has not received the water diversion and use report for the 2024-2025 water year (October 1, 2024 through September 30, 2025). This is a violation of section 929 of Title 23 of the California Code of Regulations.

Appropriate water right holders who submit their annual report(s) more than 30 days late will incur late reporting fees. Reports submitted after March 3, 2026, will begin accruing late fees, which will be added to the annual water right fee and billed in October. The late fee increases based on how late the report is, with reports submitted more than 90 days late incurring the highest fee. Late Reporting Fee information is available at

https://waterboards.ca.gov/waterrights/water_issues/programs/water_diversion_reporting/.

In addition to late fees, failure to submit your annual report(s) may subject you to further penalties. Water Code section 1846 grants the State Water Board authority to issue an administrative civil liability (ACL) complaint for an amount not to exceed \$1,000 a day, per report, for each day the water diversion and use report is not filed.

Annual Reports must be submitted online through the State Water Board's NEW California Water Accounting, Tracking, and Reporting System (CalWATRS) at <https://calwatrs.waterboards.ca.gov>. If you have not already created a CalWATRS

E. JOAQUIN ESQUIVEL, CHAIR | ERIC OPPENHEIMER, EXECUTIVE DIRECTOR

May 1, 2026

account, you can do so on this site. Please note: you will need your personal identification number (PIN) which was mailed to you in late-October in order to begin reporting. If you manage multiple water rights, you may receive multiple PINs (in one or more letters). If you run into problems, please email CalWATRS-help@waterboards.ca.gov or call (916) 341-5333 for help. There are help documents and walk through videos for CalWATRS at <https://waterboards.ca.gov/upward/calwatsr/resources/>.

If [Owner's Name] is no longer the legal owner of the water right listed above, provide proof to the Division at the contact information provided so records can be updated accordingly.

If you have questions or concerns, please contact the Division Enforcement Section by email at DWR-Reporting@waterboards.ca.gov or by phone at (916) 341-5342.

Sincerely,



Karen Kramer, PG
Program Manager - Enforcement
Division of Water Rights

Language Access Services

The State Water Board provides interpretation and translation services in any language at no cost to you.

- Language interpretation for public meetings and workshops with Water Board staff.
- Written translation of documents including comment letters, fact sheets, and more.

Language services are available in English, Español (Spanish), Tagalog, 中文 (Simplified Chinese), 한국인 (Korean), Tiếng Việt (Vietnamese), ਪੰਜਾਬੀ (Punjabi), Hmoob (Hmong).

To request these services, please contact the Office of Public Participation at (916) 341- 5254, email at OPP-LanguageServices@Waterboards.ca.gov, or by direct internet link at <https://bit.ly/LanguageAccessForm>.