

# Memo

Please ensure all the lines are filled out correctly and the document is signed before you return it to our offices.

*TIPS for filling out this form:*

Please make sure you list the **Property Owner Information** exactly as it appears on your tax statement from the county.

**Surface Water or Well Registration #** = Identify whether it is surface water or ground water. If surface water, you can just write "SW". If it's groundwater, please list the well registration number. If you do not know what the well registration number is, you can find it on the Department of Natural Resources website at:

<http://dnr.nebraska.gov/gwr/registered-groundwater-wells-data-retrieval>

Also, keep in mind, if you have groundwater and you are applying for this tax exemption, you will NOT receive allocation on those acres you are not paying occupation tax on. If the acres are comingled with surface water and groundwater and you intend on pumping your well, you cannot apply for non-irrigated status exemption for the surface water.

**Legal, S-T-R** = section, township, range

**County** = County

**Acres NI** = The number of acres you wish to have exempted from occupation tax that you do NOT intend on watering.

**County Parcel #(s)** = 9 digit number located on your tax statement

Quick note, if any acres are in CREP, you do not need to fill this out as those acres are already tax exempt.

If you have further questions, please contact our office at 308-367-4281. Thank you!

