

FORM 7-21VERIFY 2012 Instructions

(7-11)

INSTRUCTIONS FOR VERIFICATION OF LANDHOLDINGS (For Certification and Reporting Requirements of the Reclamation Reform Act of 1982)

Bureau of Reclamation

Do not use this form after December 31, 2012

OMB Control No.: 1006-0005

Paperwork Reduction Act

This information is being collected to establish landholder compliance with Federal reclamation law. Response to this request is mandatory in accordance with Public Law 97-293 and 43 CFR 426.18. Public reporting burden for this form is estimated to average 12 minutes per response, including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. Direct comments regarding the burden estimated or any other aspect of these forms to Manager, Land Resources Office, Code 84-53000, Bureau of Reclamation, PO Box 25007, Denver CO 80225.

GENERAL INFORMATION

“General Information About RRA Forms” (Form 7-21INFO) provides basic instructions on using Reclamation Reform Act of 1982 (RRA) forms. Ask your district office for this form each year to keep current. Refer to the definitions at the end of Form 7-21INFO whenever the meaning of a term is not clear to you. Please note, some terms such as “irrigable land,” “irrigation land,” and “irrigation water” have special definitions when used in these forms which differ from their common meaning. Other terms and corresponding definitions that are specific to the RRA forms are:

- “**Land**” or “**acres**” means irrigable or irrigation land.
- “**You**” or “**your**” means all types of landholders -- individuals, entities, religious or charitable organizations, public entities, trusts, estates, etc.
- “**We,**” “**us,**” “**our,**” or “**Reclamation**” means the Bureau of Reclamation.

Visit www.usbr.gov/rra for more information.

WHO MAY USE THIS FORM

You may use the “Verification of Landholdings” (Form 7-21VERIFY) if the landholdings identified on your most recently submitted standard form have not changed and the information on the standard form remains correct. You may use one Form 7-21VERIFY to verify only one standard RRA form. If you wish to verify multiple standard RRA forms, a separate Form 7-21VERIFY must be submitted for each landholder. For example, you are an individual landholder and you are the trustee for a trust, and you want to use Form 7-21VERIFY to verify your landholdings and the trust’s landholdings because none of the landholdings have changed since the most recent standard form was submitted. You must submit two Form 7-21VERIFYs (one for you as an individual landholder and one for the trust).

You may use this form to verify your most recently submitted “Designation of Excess Land” (Form 7-21XS) and/or “Selection of Full-Cost Land” (Form 7-21FC) as long as your landholdings have not changed and the information on the form(s) remains correct. You may use this form to verify a standard form with a new Form 7-21FC as long as that is the only information that is

changing. However, if a new Form 7-21XS is required, you may **not** use Form 7-21VERIFY to verify any RRA forms.

Trusts or estates must submit a “Declaration of Trust’s or Estate’s Landholdings” (Form 7-21TRUST) if it attributes some of its land subject to the acreage limitation provisions to a class of beneficiaries. The submittal of Form 7-21VERIFY is not acceptable for such trusts or estates, and their beneficiaries. You may use Form 7-21VERIFY to identify a change in operator if this is the only change since the most recently submitted standard form. However, farm operators cannot use Form 7-21VERIFY to meet any applicable RRA forms submittal requirement.

Form 7-21VERIFY may also be used to identify extensions and renewals of your **annual** leases, as long as the original and new terms are each for 12 months or less **and** the renewal or extension is the **only** change being made. Please see item 5 below (page 2) for further guidance regarding annual leases. Form 7-21VERIFY cannot be used to identify changes in any non-annual leases.

You do not need to submit either a standard form or a Form 7-21VERIFY if you hold land **only** indirectly (as a part owner, beneficiary, trustee, or grantor), your landholdings have not changed since the submittal of your last standard form, and the information on your form remains correct. (Note: The direct landholder(s) must submit RRA forms each year.)

WHERE TO SUBMIT FORMS

Submit this form to each district in which the land is held (directly or indirectly owned or leased). You must submit the original form to one district and may submit copies to the others if you hold land in more than one district.

IF LANDHOLDINGS CHANGE

If your landholdings change during the water year, you must notify all districts in which you hold land within 30 calendar days after the change and submit new **standard forms** within 60 calendar days after the change. These 30- and 60-day grace periods do not apply to a new landholder. A new landholder must submit the appropriate standard forms **prior** to the delivery of Reclamation irrigation water to your land.

For more information on landholding changes, see Fact Sheet 11, which is available at your district office.

GENERAL INSTRUCTIONS

Type or print in ink all answers. You must initial and date any crossouts and corrections. You may attach continuation sheets to list information. Please contact your district office or the appropriate Reclamation office if you have any questions.

ITEM BY ITEM INSTRUCTIONS

Identification of Previously Submitted Form(s)

1. (a) Check the box corresponding to the standard RRA form that this form verifies, and enter the date the form is signed. Check only one box.
 - (b) Check the box(es) corresponding to Form 7-21FC and/or Form 7-21XS if one or both of these forms accompanies the standard RRA form you are verifying (as designated in item 1(a)) AND you are also verifying the information on the Form 7-21FC and/or Form 7-21XS.
2. On the line provided, enter the landholder's name exactly as it appears on the standard form this form verifies. Religious and charitable organizations must provide its employer identification number if the organization is verifying a standard form dated prior to 1996.

Landholder Information

3. (a) Enter your street address or rural route number, city, state, and ZIP code. Your attorney's address, relative's address, "c/o" address, etc., is not acceptable in place of a street address. Post office box numbers may be used only if no other address exists.
 - (b) Enter your mailing address if it is different from your street address.
4. (a) Enter the telephone number where questions can be directed.
 - (b) Enter the contact person's name at that telephone number.

Annual Lease Renewal or Annual Lease Extension

5. Complete this section **only** if you are renewing or extending the length of an existing **annual** lease. For RRA purposes, annual leases are only those that:
 - Have an effective term of 12 months or less,
 - Have either a clause requiring written affirmative action be taken annually or a clause providing for annual withdrawal opportunity from the lease, and
 - The renewal or extension is for a term of 12 months or less.

You **must** submit a new standard RRA form rather than a verification form if you have changes to leases (including any renewals or extensions of leases) that do not meet all three of these criteria.

- (a) Name of the other party to the lease. Enter the lessee's name if you are the lessor. Enter the lessor's name if you are the lessee.
- (b) Effective date of the lease. Enter the effective date as specified in that document if a new lease document has been created. Enter the date the new lease document was signed if no effective date is specified in the new lease document. Enter the effective date as specified in the original lease document if the original lease document is being extended or renewed. Enter the date the original lease document was signed if no effective date is specified in the original lease document.
- (c) Length of the lease renewal or lease extension (in months). This should be 12 months or less. You must submit a new standard form rather than a verification form if the lease has been renewed or extended for a period of time in excess of 12 months.
- (d) Name of district in which the leased land is located.
- (e) Provide an accurate legal description or an assessor's parcel number for each parcel of leased land. Be sure to break down land parcels as far as necessary to ensure accurate identification.

Change in Operator

6. Complete this section only if you are identifying a change in operator under a farm operating arrangement. (Form 7-21VERIFY cannot be used to identify changes in lessees.)
 - (a) Name of the previous operator farming the land under the farm operating arrangement.
 - (b) Name of the new operator farming the land under the farm operating arrangement.
 - (c) Name of district in which the land being farmed under the farm operating arrangement is located.
 - (d) Provide an accurate legal description or an assessor's parcel number for each parcel of land being farmed by the new operator. Be sure to break down land parcels as far as necessary to ensure accurate identification.

Signatures

7. Read the attestation statements carefully and sign and date the form in ink. Both you and your spouse, if married, must sign this form. This requirement applies even if the land is not jointly held. All partners, joint tenants, or co-tenants must sign the form if the landholder is a partnership, joint tenancy, or tenancy-in-common. However, a written signature authorization may be used to permit one spouse to sign for the couple or to permit one natural person to sign for the entity and a copy must be submitted to each district the landholder submits RRA forms. All trustees, administrators, or executors must sign this form unless the trust or a power-of-attorney authorizes one individual to sign for the trust or estate. The district office must keep any such signature authorizations on file.