



**SOUTHWESTERN TRAVIS COUNTY
GROUNDWATER CONSERVATION DISTRICT**

**Monthly Meter Reading Reporting Form
For Operating Permit Holders**

Mailing: P.O. Box 340595, Austin, TX 78734 • Office: 8656 W Hwy 71, Bldg. A, Ste. 224, Austin, TX 78735
512-276-2875 • www.swtcgcd.org • admin@swtcgcd.org

Permittee and Well Information

Permittee Name	
Well Identification Number(s) For Well(s) Reported	
Use Type	<input type="checkbox"/> Agricultural <input type="checkbox"/> Non-Agricultural

Metered Use

Reporting Year	
Reporting Quarter	<input type="checkbox"/> January, February, March <input type="checkbox"/> April, May, June <input type="checkbox"/> July, August, September <input type="checkbox"/> October, November, December
Reporting Month	

Use the table below to report monthly meter readings and to calculate quarterly usage and production fees. When reporting readings for Months 2 and 3, please include each prior month's readings for the Reporting Quarter. Note: Months 1, 2, and 3 must correspond to those listed in the Reporting Quarter selected above.

	Month 1	Month 2	Month 3	Quarterly Total
Date of Current Reading				
Current Reading				
Date of Previous Reading				
Previous Reading				
Metered Use (in gallons)				
Production Fee*				

* *Agricultural Use:* multiply metered use in gallons by \$0.00004 per gallon used (equivalent to \$0.04 per 1,000 gallons)

* *Non-Agricultural Use:* multiply metered use in gallons by \$0.0002 per gallon used (equivalent to \$0.20 per 1,000 gallons)

Permittee Statement

I hereby assert that each of the meter readings and calculations shown above are true and correct.

Signature of Permittee or Authorized Representative

Printed Name

Date

Instructions

Complete this form to report actual metered monthly groundwater use and to calculate quarterly production fee payments. Submit completed forms by email to admin@swtcgcd.org (preferred), by mail to the PO Box listed above, or in person during normal business hours (appointment recommended).

Meter readings must be read within five days of the end of each reporting month and submitted to the District no later than ten days after the end of the reporting month. Unless specified otherwise in the temporary or regular Operating Permit, production fees are due quarterly, with payment accompanying the reporting form for the last month of each quarter. Payments received after the 15th day of the month following the quarter will be considered late.

Reporting Month	Deadline to Submit Monthly Meter Readings	Deadline to Submit Quarterly Production Fee Payments
January	February 10	April 10 (late after April 15)
February	March 10	
March	April 10	
April	May 10	July 10 (late after July 15)
May	June 10	
June	July 10	
July	August 10	October 10 (late after October 15)
August	September 10	
September	October 10	
October	November 10	January 10 (late after January 15)
November	December 10	
December	January 10	

Make payment to:

Southwestern Travis County GCD

P.O. Box 340595

Austin, TX 78734