



An Equal
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Employer

Southwest Florida Water Management District

2379 Broad Street, Brooksville, Florida 34604-6899

(352) 796-7211 or 1-800-423-1476 (FL only)

WaterMatters.org

Bartow Office

170 Century Boulevard
Bartow, Florida 33830-7700
(863) 534-1448 or
1-800-492-7862 (FL only)

Sarasota Office

78 Sarasota Center Boulevard
Sarasota, Florida 34240-9770
(941) 377-3722 or
1-800-320-3503 (FL only)

Tampa Office

7601 U.S. 301 North
Tampa, Florida 33637-6759
(813) 985-7481 or
1-800-836-0797 (FL only)

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Brian J. Armstrong, P.G.
Executive Director

Subject: Instructions for Receiving Reimbursement Payment for a Plugged Well

Dear Landowner:

Individual persons or organized entities (i.e., corporations, limited partnerships, etc.) owning property with abandoned artesian wells within the Southwest Florida Water Management District (District) may be eligible to receive reimbursement for the cost to plug a well through the District's Quality of Water Improvement Program (QWIP). The eligible reimbursement amount (ERA) is determined according to the well depth and diameter as specified by the QWIP reimbursement schedule. Each property owner is eligible to receive up to \$6,000 per well and a maximum of \$18,000 per fiscal year (October 1st – September 30th).

NOTE: The eligible reimbursement amount may not cover the total cost to plug your well(s) and should not be considered as the maximum amount your Water Well Contractor may charge for their services. All costs exceeding the eligible reimbursement amount are the property owner's responsibility.

Instructions for Receiving Reimbursement Payment:

Please initial on the highlighted line as each document is completed.

1. Reimbursement Claim Form(s):

In the spaces provided in the **Property Owner Section**, please **print** the name of the property owner or authorized signee, then **sign** and **date** the form. If you have not already paid for your well to be plugged, **you may authorize the District to forward your reimbursement payment directly to your Water Well Contractor by initialing the space below the signature line**. Otherwise, LEAVE THIS LINE BLANK.

2. Invoice(s) for well plugging services rendered:

Please provide a copy of a **final paid invoice itemizing all well plugging services** provided by your Water Well Contractor (e.g., pump removal, well plugging, clearing an obstruction, etc.). If combined with other water well services, the **cost of the well plugging(s) must be separated out from the final total cost** listed on the invoice. Finally, if you did NOT authorize the District to forward your reimbursement payment directly to your Water Well Contractor, then the invoice must be **marked as PAID or Proof of Payment must be provided**.

3. Vendor Registration (i.e., W-9) Form:

In order to be reimbursed by the District, the property owner **must provide their taxpayer identification** information, then **sign and date** in the spaces provided at the bottom of the form. As this form is for tax reporting purposes (additional information provided at the end of this letter), the property owner listed on the reimbursement claim form and the property appraiser **must match the Legal Name provided on the form**. The **"Remit Address"** provided should reflect **where the claimant will receive IRS tax documents on January 1st of the following year**. Individuals applying for reimbursement need only check "Individual/Sole Proprietor" for Organization Type and are NOT required to complete the Nature of Business or Business Representation sections.

4. **Electronic Funds Transfer Form – *OPTIONAL*:**

It may be possible to receive your reimbursement sooner by authorizing the District to electronically transfer funds directly into your bank account. If you PREFER this option, please ***complete this form and include a copy of a VOIDED check or other document verifying your bank account information.*** If you do NOT complete this form, the District will deliver your reimbursement check ***via standard mail to the remit address*** listed on the Vendor Registration Form provided as part of your submittal.

5. **Email all the above to QWIPClaims@WaterMatters.org OR mail it to:**

Reed Putnall, QWIP Program
Data Collection Bureau
Southwest Florida Water Management District
7601 US-301 North (Fort King Highway)
Tampa, FL 33637-6759

QWIP provides state grants for the plugging of wells. The IRS requires a completed Form W-9 or an approved substitute form (i.e., Vendor Registration Form) with the correct Social Security Number (SSN) or Federal Employer Identification Number (FEIN) of the property owner in order for the District to provide the grant in the form of a reimbursement payment. **The SSN or FEIN provided to the District is NOT used for any purpose other than to comply with this IRS reporting requirement.**

If your reimbursement amount(s) during the calendar year totals \$600 or more, you may receive a Form 1099-G, which reports to the IRS the amount of the grant(s) paid to you during the year. State and local grants are ordinarily taxable for federal income purposes unless it can be determined that they are excludable. If you have any questions regarding the Form W-9 (i.e., Vendor Registration Form) or Form 1099-G, please contact the District's Financial Systems and Administration Manager, Michael Attard, at 352-269-1739 .

Upon receipt of the completed Reimbursement Claim Form package from the property owner and verification of the well abandonment by the District, the eligible reimbursement amount will be processed for payment.

For any other questions or concerns, contact Reed Putnall via the contact info listed below:

Office Phone: (813) 355-0433
Cell Phone: (813) 355-9408
Email: Reed.Putnall@WaterMatters.org

Thank you for your cooperation in protecting our water resources.

Regards,

Reed Putnall
Hydrogeologist
Geohydrologic Data Section
Data Collection Bureau