

Please fill out the top portion of the form with your company contact information. The name on the form should match the billing name on your invoice from JCW. Irrigation report forms are required to be sent to JCW monthly during irrigation season and must be received by JCW between the 18<sup>th</sup> and 23<sup>rd</sup> of each month.

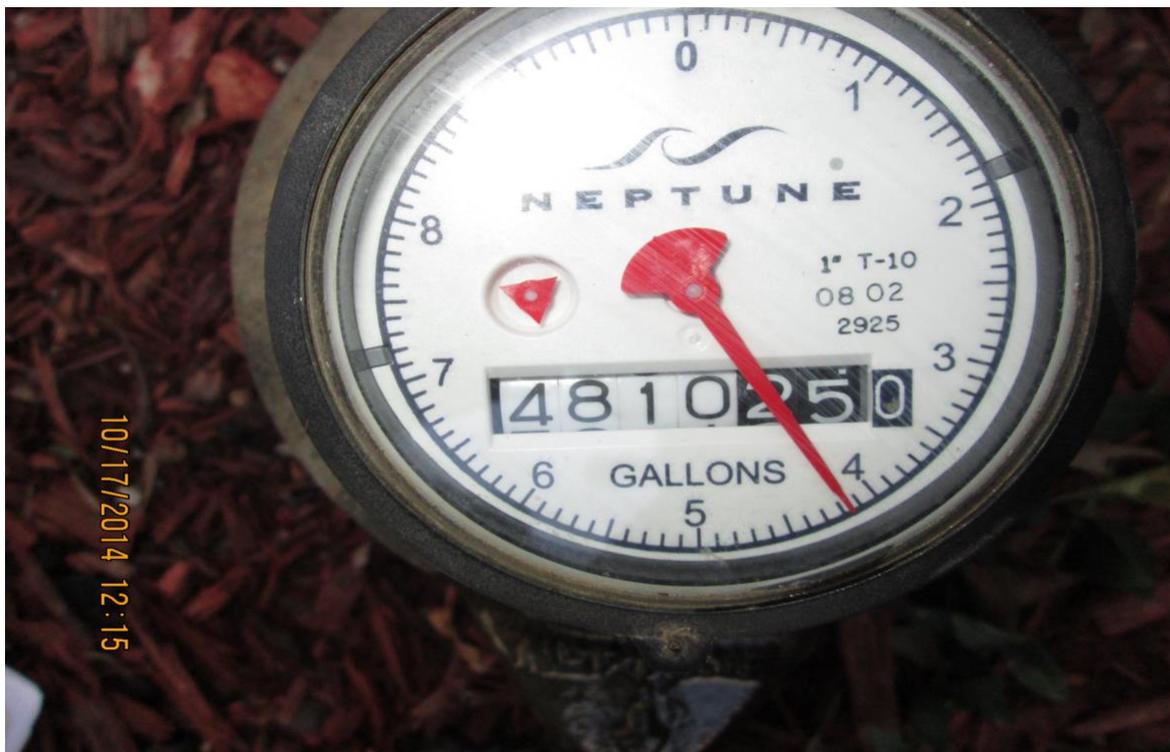
Email the reporting form to [sewerusecredit@jcw.org](mailto:sewerusecredit@jcw.org) along with the photo of the reported read for that month. You can paste the photo directly to the form, create an additional tab for the photo or attach the photo to the same email.

Verify that you are using the correct **customer number** on your report form by comparing the information to the customer number on your JCW invoice.

The example attached to your user charge report form shows how the report form should appear once the reads from your personal deduct has been entered. This is only an example. Please read your meter from left to right and enter all numbers that appear on the meter and enter them on the form. Leading zeros at the front of the read will not appear in the report form, however adding zeros you see on the meter at the end of the read will appear in the report form. Any zeros at the end of your read that do not move should be included in the read.

See examples below:

**EXAMPLE 1:**



The zero at the end of this read should be included in the read your report.

EXAMPLE 2:



The meter read on this particular dial is recorded the same, by reading from left to right. The information provided clearly states the meter has a multiplier. The multiplier is 100 and is reflected on this meter as X 100 gallons. This would be logged as “11129900”

EXAMPLE 3:



The two zeros at the end of the read above should be included in the read you are reporting. In the above example also notice the box to the left of the two zeros in black. The meter is in the process of turning from one number to the next one in sequence. In this case it is turning from 4 to 5. When reporting your read you should use the number 4 in the read. Until the number fully shows in the box you always use the lower number, no matter when this occurrence appears in the read. The read above is 30400. Not all meters will show a number on the face of the dial indicating what the multiplier is. Multipliers can be 10, 100 or higher. On this meter your multiplier is 100. You have two indications that the multiplier is 100. The two zeros in black on the far right and the 100 shown under MVR on the left hand side of the dial.

The key is to use all numbers shown left to right as your read.

The form you use to report your read information is a calculator. Like any calculator, you cannot use symbols when entering numbers you want to add or subtract, etc. If commas or slashes appear in the read on your meter dial PLEASE DON'T USE THESE SYMBOLS WHEN TRANSFERRING YOUR READ onto the form. These symbols interfere in the normal process of calculating your usage correctly.

Once you have entered a beginning read and ending read for a particular month, please review the information to determine if it makes sense to you. What you enter as reads will result in the form calculating the total usage you are reporting for irrigation. As water passes through meters the read should always increase. Each month reported should show a beginning read and an ending read.

#### EXAMPLE 4:

Your beginning read is 1899230.

Your ending read is 2009000.

The difference is your irrigation or tower usage (tower usage will reflect 25% blow down in the calculation) for the month.

2009000

1899230

109770 is total gallons of water used.

In the example above the reads fall in sequence and therefore make sense to determine gallons used.

#### EXAMPLE 5:

Your beginning read is 1899230.

Your ending read is 536990.

The calculator does not know what to do with the ending read being smaller than the read you used as your beginning read which is larger. It will normally give you an odd amount because it can't subtract normally and therefore will add all the usage between the two reads to the beginning read. Your usage will therefore be calculated as an extremely large amount that does not fit the norm of the account. Review the information you have entered before sending to JCW. If your average usage per month for example is 250000 gallons during irrigation season, then there is no reason to present usage of 6000000 gallons for irrigation. If it does not make sense to you, it will not make sense to the receiver of the information.

**Any irrigation/tower usage that is being reported higher than the total amount billed to you by your water purveyor in any given month will not be used to credit a customer's account. You will not receive full reported credit if gallons exceed billed by water company. JCW will attempt to resolve issue with you, but is unable to adjust accounts when there seems to be consistent overreporting.**