

Reclamation Manual

Directives and Standards

1. **Instructions for Completing the Collection Information Form (CIF).** (See Appendix B for a sample CIF.)

A. **Section I, General Information.** This section contains information concerning the use authorization or contract generating the revenues that will be collected or received by Reclamation.

- (1) **Block A.** Identify the payer. The payer is the individual or entity that is making the payment to Reclamation (i.e., lessee, permittee, contractor, payee, etc.).
- (2) **Block B.** Identify the reference number. The reference number is the identification number of the use authorization or contract that is generating the revenues.
- (3) **Block C.** Identify the taxpayer identification number.
- (4) **Block D.** Identify the effective date.
- (5) **Block E.** Identify the duration of the use authorization or contract generating the revenues.
- (6) **Block F.** Select the appropriate box to identify the payment frequency to Reclamation of revenues from the specific use authorization or contract.

Example of a completed Section I - General Information.

Section I. GENERAL INFORMATION		
A. Payer John Farmer	B. Reference no. 8-LM-50-01230	C. TIN
D. Effective Date 01/01/2018	E. Duration 5 years	F. Payment Frequency One time <input type="checkbox"/> Recurring <input checked="" type="checkbox"/> Frequency <u>Annual</u>

B. **Section II, Project Information.** This section includes information which identifies the project involved, such as name, division or unit, feature of the project or unit (i.e., specific dam, reservoir, canal etc.), and the repayment or water service contracting entity(ies).

- (1) **Block A.** Identify the project.
- (2) **Block B.** Identify the division/unit within the project.
- (3) **Block C.** Describe the feature, if applicable, within the project.

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Example of a completed Section II - Project Information.

Section II. PROJECT INFORMATION		
A. Project Name	B. Division/Unit	C. Feature
Milk River	Chinook	N/A
D. Repayment Entity/Water User: ABC District		

- C. **Section III, Land Status.** This section of the form identifies the land status. Identify the percentage of land used with the categories identified in Blocks A, B, C, D, and E. More than one land status (e.g., withdrawn and acquired) can be identified; however, distribute revenues with the appropriate percentage of each land type, with the sum of the land types equaling 100 percent. Land status “N/A” is to be used when the revenues being collected or received are from an incidental use that does not involve land (i.e., sale or rental of surplus water).

Example of a completed Section III - Land Status.

Section III. LAND STATUS (Must Equal 100%)					
A. Acquired	% 33	B. Withdrawn	% 67	C. Donated Acquired	%
D. Improved Withdrawn	%	E. N/A	%		

- D. **Section IV, Collection Information.** This section identifies the source of the revenues, the amount received or collected, the three-digit revenue source code, the one-letter land status code, and the two-digit disposition code. Although administrative fees are not incidental revenues, there is a fourth row provided in which to identify the administrative fee that is charged. Because payments made to Reclamation are often a combination of the administrative fee and the value of the use authorization or contract, including the administrative fee will provide Reclamation finance offices with the detail necessary to credit the appropriate accounts. (The codes for revenue source, land status, and disposition are found in the Commitment Item (CI) Table, Appendix C.) If you are unable to complete this section of the CIF, contact your regional revenues coordinator for assistance. In those situations where an individual use authorization or contract involves more than one land status, Section IV must contain a line completed for each land type.

- (1) **Column A.** Identify the revenue source (i.e., grazing lease, residential lease, etc.).
- (2) **Column B.** Identify the amount received.
- (3) **Column C.** Identify the revenue source code.
- (4) **Column D.** Identify the land status.
- (5) **Column E.** Identify the disposition.

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(6) **Columns F, G, and H.** Provide contact information.

Example of a completed Section IV - Collection Information.

Section IV. COLLECTION INFORMATION				
A. Source of collection	B. Amount	C. Revenue source code	D. Land status	E. Disposition
1. Grazing lease	\$2,000	Y71	A	20 (tail-end credit)
2. Grazing lease	\$4,000	Y71	W	30 (Reclamation Fund)
3. Admin fee	\$200	Y02000	N	90
F. Completed By Jack Brown, Lands Division, Montana Area Office			G. Phone # (406) 555-1234	H. Date 12/15/2018

E. **Section V, Accounting Information.** This section translates the collection information into accounting information so that accurate data will be entered into the financial system.

- (1) **Column A.** Identify the appropriate fund code
- (2) **Column B.** Identify the appropriate work breakdown structure, which includes the project and cost structure.
- (3) **Column C.** Identify the appropriate funds center which identifies the region and sub-organization with a region.
- (4) **Column D.** Identify the appropriate commitment item, which includes the RSC, lands status code, and disposition code.
- (5) **Column E.** Provide the amounts collected for each revenue source.
- (6) **Columns G, H, and I.** Provide contact information.

Example of a completed Section V - Accounting Information.

Section V. ACCOUNTING INFORMATION				
A. Fund (10 digits)	B. Work Breakdown Structure (19 digits)	C. Funds Center (10 digits)	D. Commitment Item (6 digits)	E. Amount
1. XXXR50006E	RX.00154600.3160000	RR6730000	Y71A20	\$2,000
2. XXXR50006E	RX.00154941.1000000	RR6730000	Y71W30	\$4,000
3. XXXR50006D	RX.00000000.0000000	RR6730000	Y02000	\$200
F. Completed By Jennifer Smith, Finance Office, GP Region		G. Phone # (406)555-4321	H. Date 12/20/2018	