

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO
Section 7f Reporting Option for Automatic Annual Billing.

The Section 7f Reporting Option allows you to report and pay User Charges annually on the basis of District-approved estimates for flow or annual consumption based on water bills or water meter readings. By completing the Section 7f form, your facility will not be required to annually submit the RD-925 or any other documentation to the District. Your facility will be automatically billed annually.

Instructions for 7f Form Preparation:

Facility Information:

- Verify information and/or complete.

Please complete either Section A or Section B to estimate your annual water usage:

- Complete Section A if you receive water bills or complete Section B if you DO NOT receive water bills.

Section A Instructions:

Line 1: Enter the earliest and latest reading dates from your water bills.

Line 2: Enter the Total Annual Volume from your facility.

The volume can be calculated by doing the following:

- Collect all water bills received in 2014
- Sum the total USAGE from all the water bills:
 - If you have multiple water accounts, add the usage from each bill
 - Prorate total usage from your water bills to 365 days
 - If your water bill states "Usage in Thousands," multiply the total by 1,000
 - If the units are in cubic feet, multiply the total by 7.480 to convert cubic feet to gallons
 - If you are unsure consult your local water agency for the correct units of water usage on the bills
- Enter the total volume in gallons on line 2 of Section A
- Enclose copies of water bills used in the computation

Section B Instructions:

Select one or more type of facilities by checking 1, 2, 3, or 4.

Enter the information requested on the line that you selected.

Line 5 Total User Charge Due:

- a) Sum lines 1, 2a, 2b, 3, and 4
- b) Calculate as directed on the 7f form
- c) Calculate as directed on the 7f form
- d) Enclose payment for this amount

Questions: Please contact the User Charge and Technical Services Section at (312) 751-3000 or you may direct an email to mwr-d-ucts.mwr-d.org.

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO
TAX-EXEMPT USER CHARGE CERTIFIED 7f STATEMENT FOR AUTOMATIC ANNUAL BILLING
 For the Year 2014

Reporting Facility Name _____ User Account Number: _____

Facility Address: _____

Pursuant to Section 7f of the User Charge Ordinance, I, the User, elect to report under this Section and hereby agree to pay User Charges annually on the basis of District-approved estimates for flow or annual consumption based on water bills or water meter readings. I understand that hereafter the District will automatically bill me annually for the User Charge due, and I will no longer be required to submit an Annual User Charge Certified Statement (RD-925) or a 7f Statement.

Please complete the one of the below sections (Section A or Section B) to estimate your annual water usage:

Section A. Estimating Water Usage Based on Water Bills:

1. Volume reported represents period from _____ to _____.
2. Total Annual Volume (gal) _____
3. **Total User Charge Due:**
 - a. Multiply total number of gallons in Line 2 by 0.0007141 = \$ _____
 - b. Round off to the nearest dollar and enclose payment for this amount = \$ _____

Section B. Estimating Water Usage if you DO NOT receive water bills

Please check the type of facility below and supply the requested information in the space provided.

1. RELIGIOUS INSTITUTIONS, CHURCHES, MOSQUES, TEMPLES, SYNAGOGUES, ETC.
 Average attendance at each service _____ X number of services per year _____ X 12 gallons = _____ gallons.

2. PARSONAGES, RETIREMENT HOMES, NURSING HOMES, HALF-WAY HOUSES, MENTAL INSTITUTIONS, ETC.
 a. Number of persons living in residence _____ X 365 X 96 gallons = _____ gallons.
 b. Number of employees _____ X number of working days per year _____ X 9 gallons = _____ gallons.

3. SCHOOLS
 Number of students and staff _____ X annual number of days school is in operation _____ X 9 gallons = _____ gallons.

4. OTHER CLUBS, SOCIAL ORGANIZATIONS, SOCIAL SERVICES, MEETINGS, ETC.
 Average daily attendance _____ X number of days facility in operation per year _____ X 15 = _____ gallons.

5. **Total User Charge Due:**
 - a. Add the total number of gallons: Sum of lines 1, 2a, 2b, 3, and 4 = _____ gallons.
 - b. Multiply total number of gallons in Line 5a by 0.0007141 = \$ _____
 - c. Round off to the nearest dollar and enclose payment for this amount = \$ _____

Prepared by _____ Telephone No. _____

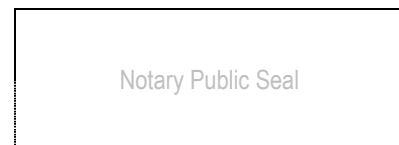
Certification: The undersigned, being first duly sworn on oath, deposes and says that he/she has examined this statement and its supporting documentation and to the best of his/her knowledge and belief, same are true, correct, and complete.

Signature of Officer/Owner: _____

PRINT Name & Title: _____

Telephone No. _____

Subscribe and sworn to me this _____ day of _____



Mail the ORIGINAL 7F Statement and supporting documentation by February 20, 2015 to:
 Metropolitan Water Reclamation District
 PO Box 10687
 Chicago, IL 60610-0687

Mail PAYMENT along with the 925-V PAYMENT VOUCHER to: by February 20, 2015 to:
 Metropolitan Water Reclamation District
 Lock Box No. 98429
 Chicago, IL 60693

For District Use Only	
Year:	2014 _____
\$ Paid:	_____
Deposit Date:	_____
Post Date:	_____
Check No.:	_____
Batch No.:	_____



METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

925-V
FOR THE YEAR
2014

What is Form 925-V and Do You Have To Use It?

It is a payment voucher you send with your check or money order for any balance due, as indicated, on the "Total User Charge Remaining Due" line of your 2014 RD-925, User Charge Annual Certified Statement.

How to Fill In Form 925-V

- Enter User ID/# (found on the top of the RD-925)
- Enter the amount you are paying by check or money order.
- Enter the **Reporting Facility** name, address and phone number.

How to Prepare Your Payment

- Make your check or money order payable to "Metropolitan Water Reclamation District" or "MWRD".
- Do not send cash.
- Please indicate your **User ID** and "**2014-925V**" on the check.

How to Send In Your 2014 User Charge Payment and Form 925-V

- Cut Form 925-V along the dotted line.
- Do not staple or otherwise attach your payment to voucher 925-V. Instead, just put them loose in the envelope.
- Mail payment and voucher 925-V by **February 20, 2015** to the following address:

**Metropolitan Water Reclamation District
Lockbox 98429
Chicago, IL 60693**

REMINDER: DO NOT SEND your RD-925, User Charge Annual Certified Statement (and supporting documents) to the Lockbox address listed above. RD-925 forms submitted to the Lockbox will not be considered filed and may incur penalty charges. The above Lockbox address is to be used for payments only.

Please detach this portion and return with your payment.

925-V <small>Metropolitan Water Reclamation District of Greater Chicago</small>	Payment Voucher		2014 User Charge
	User #	Payment Amount	
Reporting Facility		\$	FOR DISTRICT USE ONLY
Name			P/A: _____
Address			D/D: _____
			P/D: _____
City, State, Zip Code			Ch: _____
Telephone			Ba: _____

Payable To:
Metropolitan Water Reclamation District
Lockbox 98429
Chicago, IL 60693

Due Date: February 20, 2015