

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

**RD-925**

**User Charge Annual Certified Statement**

For the 2014 Reporting Year

**Reporting Facility Information**

User Account No.

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1. Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_  
 Telephone \_\_\_\_\_

**User Charge Classification:**  
 Large Commercial-Industrial User (LCIU)     Tax Exempt (TXE)  
**Significant-Industrial User (SIU):**     Yes     No  
 If yes, enter the number of Outlets in your Discharge Authorization (DA) \_\_\_\_\_

2. Nature of Business: \_\_\_\_\_  
 3. a. No. of Employees in 2014 : \_\_\_\_\_ b. No. of Workdays in 2014: \_\_\_\_\_ c. Do you work weekends?     Yes     No  
 4. a. Reporting Options (check all that apply):     7g     7h     7i    b. Flow methodologies (check all that apply):     IPWL     WFD     DDM  
 5. a. Number of Final Outlets (User Charge): \_\_\_\_\_ b. Number of Incoming Water Meters: \_\_\_\_\_  
 6. Volume(s) Reported Represent Period From: \_\_\_\_\_ to \_\_\_\_\_  
 7. Dates of User Charge Sampling: \_\_\_\_\_

**Annual Quantities**

8. Outlet No.					Total
9. Volume (gallons)	_____	_____	_____	_____	_____ gal
10. 5-Day BOD (mg/L)	_____	_____	_____	_____	_____ lbs
11. 5-Day BOD (lbs)	_____	_____	_____	_____	_____ lbs
12. Suspended Solids (mg/L)	_____	_____	_____	_____	_____ lbs
13. Suspended Solids (lbs)	_____	_____	_____	_____	_____ lbs

**Computation of User Charge**

14. Total Annual Volume Charge (Multiply line 9 Total by \$0.00024608): \_\_\_\_\_ \$ \_\_\_\_\_  
 15. Total Annual BOD Charge (Multiply line 11 Total by \$0.24575): \_\_\_\_\_ \$ \_\_\_\_\_  
 16. Total Annual SS Charge (Multiply line 13 Total by \$0.15972): \_\_\_\_\_ \$ \_\_\_\_\_  
 17. Total Wastewater Loading Charge (Add Lines 14, 15, and 16): \_\_\_\_\_ \$ \_\_\_\_\_  
 18. Minimum Pretreatment Requirement Charges (From Line 7 of the MPR worksheet) *\*only applicable to SIUs* \_\_\_\_\_ \$ \_\_\_\_\_  
 19. Total Gross User Charge (Add Lines 17 and 18): \_\_\_\_\_ \$ \_\_\_\_\_  
 20. 2013 Second Installment Property Taxes Paid to Metro Water Reclamation District \_\_\_\_\_ \$ \_\_\_\_\_  
 21. Total Ad Valorem Tax Credit (Multiply Line 20 by 0.435) \_\_\_\_\_ \$ \_\_\_\_\_  
**22. Total Net User Charge (Subtract Line 21 from Line 19)** \_\_\_\_\_ \$ \_\_\_\_\_  
 23. Total Payments Made (Year to Date) \_\_\_\_\_ \$ \_\_\_\_\_  
 24. Total User Charge Remaining Due (Subtract Line 23 from Line 22) \_\_\_\_\_ \$ \_\_\_\_\_

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.: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

Witnessed By: \_\_\_\_\_  
 On: \_\_\_\_\_ (mm/dd/yy)



2014 User Charge Rates	
Volume:	\$246.08 <i>per million gallons</i>
BOD:	\$245.75 <i>per thousand pounds</i>
SS:	\$159.72 <i>per thousand pounds</i>
OM&R Factor:	0.435

**Mail the ORIGINAL RD-925 and supporting documentation by February 20, 2015 to:**

Metropolitan Water Reclamation District  
 PO Box 10687  
 Chicago, IL 60610-0687

**Mail PAYMENT and 925-V Payment Voucher by February 20, 2015 to:**

Metropolitan Water Reclamation District  
 Lockbox 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

## Minimum Pretreatment Requirement Charges Worksheet

For the 2014 Reporting Year

Minimum Pretreatment Requirement (MPR) Charges are applicable only to Significant Industrial Users (SIU) and represent the charges for annual account administration, review of mandatory reports, annual inspection and sampling of SIUs under the District's Pretreatment Program, and shall be recovered according to the following schedule for 2014:

Tier	1	2	3	4	5	6	7	8
Flow Range (Gallons)	Less Than 1,296,760	1,296,760 to 3,478,200	3,478,200 to 6,036,040	6,036,040 to 10,464,520	10,464,520 to 18,613,980	18,613,980 to 28,329,770	28,329,770 to 56,498,000	Greater Than 56,498,000
Report Review Charge	\$775	\$1,570	\$3,150	\$4,720	\$6,310	\$7,875	\$9,345	\$11,020
Inspection Charge	\$310							
Sampling Charge per Outlet Specified in the Discharge Authorization	\$425							

### MINIMUM PRETREATMENT REQUIREMENT CHARGES

1. Volume (Line 9 Total from the RD-925 Form) .....	_____ gal
2. Report Review Charge (Use the volume indicated on Line 1 to determine the charge) .....	\$ _____
3. Inspection Charge .....	\$ 310.00
4. Total Number of Sampling Outlets Specified in the Discharge Authorization .....	_____
5. Sampling Charge per Outlet .....	\$ 425.00
6. Sampling Charge (multiply Line 4 by Line 5) .....	\$ _____
7. Total MPR Charges (Add Lines 2, 3, and 6 and indicate this total on Line 18 of the RD-925 Form) .....	\$ _____

# RD-925 FOR THE 2014 REPORTING YEAR INSTRUCTIONS

If you are using the ONLINE FILLABLE RD-925 form, please adhere to the following instructions:

- **Prior to using the form:** Open the file and save it to your computer. Filling in the form using your web browser may result in calculation errors.
- **Line 18:** To calculate the Minimum Pretreatment Requirement Charges, be sure to check “Yes” or “No” under Significant Industrial User in Line 1. If you have been issued a Discharge Authorization permit by the MWRD, please check “Yes” and indicate the number of outlets in your Discharge Authorization *before you enter any values into Line 9 (volume)*, otherwise, the MPR charges will not calculate correctly.

**Supporting documentation that MUST be submitted with the RD-925 form:**

- Copies of all water bills received in 2014 (if the reporting facility receives water bills)
- Copies of all 2013 Second Installment Property Tax Bills *payable in 2014* (if the reporting facility receives tax bills)
- Completed, signed and notarized RD-925 form
- Completed 925-V Payment Voucher (if payment is submitted) *See Line 24 Instructions*

**If you have an approved methodology, the following additional supporting documentation MUST also be submitted:**

- Copies of weekly meter readings for all privately owned water meters and/or direct discharge flowmeters
- Copies of meter calibration records for all privately owned water meters
- Copies of monthly meter calibration and annual certification records for all direct discharge flowmeters

**Items that MAY be submitted for additional information:**

- Completed Minimum Pretreatment Recovery (MPR) Charges Worksheet (*only if your facility is categorized as a Significant Industrial User (SIU)*).
- Copy of letter from the District for any approved methodologies
- Copy of previously submitted RD-920 form(s)
- Copies of water meter readings for main incoming meters

## **Instructions for RD-925 Form Preparation**

### **Line 1 – 3: Facility Information**

- Verify and complete the information. Make any necessary changes so we may update our records.

### **Line 4: Reporting Options and Flow Methodologies**

- Select any reporting options and/or flow methodologies that your facility is approved for:

**7g-** Use of Standard Domestic Waste Strength Concentrations

**7h-** District’s Determination of Representative Concentrations

**7i-** Use of Historically Representative Concentrations

**IPWL-** In-Plant Water Losses

**WFD-** Wastewater Flow Distribution

**DDM-** Direct Discharge Measurement

### **Line 5-7: Volume and Sampling Information**

- Fill in the information requested on the RD-925 form.

### **Line 8: Outlet Number**

- Fill in the boxes with the Outlet Number(s) that are designated for your facility
- If you are unsure of an Outlet Number, leave this area blank.

## RD-925 FOR THE 2014 REPORTING YEAR INSTRUCTIONS

### Line 9: Volume (Gallons)

- Collect all water bills received in 2014. Based on water usage, calculate total annual volume measured by each meter (convert units to gallons if necessary).
- Enter the total volume in gallons.
- Attach copies of all water bills used in the computation of the reported volume.

### Line 10-13: Calculating BOD and SS Loadings

- If your facility is approved to report using the standard concentrations, 119 for BOD mg/L and 168 for SS mg/L, enter 119 on line 10 and 168 on line 12. If not, follow steps in the next bullet.
- Enter the representative concentration derived from analytical results for 5-Day BOD and SS or other District-approved concentrations, expressed as milligrams per liter (mg/L) under the appropriate Outlet Number on Lines 10 and 12.
- For Lines 11 and 13, use the following equations:
  - Line 11 = Line 9 x Line 10 x 0.00000834
  - Line 13 = Line 9 x Line 12 x 0.00000834

### Line 14-17: Total Wastewater Loading Charges

- Calculate as directed on the RD-925 form.

### Line 18: Minimum Pretreatment Recovery (MPR) Charges

- If you are a Significant Industrial User (SIU), complete the enclosed MPR Worksheet and enter the value from line 7 of the MPR Worksheet on line 18.
- Note: Do not include blind-tie (Z) stations from the Discharge Authorization when calculating MPR. These outlets are not sampled and therefore are not included in the calculation of the MPR Sampling Charges.
- If you are NOT an SIU, enter zero (0) on this line.

### Line 19: Total Annual Gross User Charge

- Calculate as directed on the RD-925 form.

### Line 20: 2013 Second Installment Property Taxes Paid to Metro Water Reclamation District

- For each parcel with a tax bill, enter your Property Index Number (PIN) into *mwr.d.org >Business With Us >User Charge Section Forms >Tax Increment Financing (TIF) Lookup*.
- If the PIN does not have a record in TIF, skip to next bullet.
- If a Frozen EAV is provided by the TIF Lookup, then use it in the following formula to calculate taxes paid: (Frozen EAV \* 0.00417)
- Find the line on your tax bill that states "Metro Water Reclamation District" under Miscellaneous Taxes and record 2013 tax on Line 20; if in TIF, enter lower of the two numbers (2013 tax or number calculated in above bullet point).

### Line 21: Total Ad Valorem Tax Credit

- Calculate as directed on the RD-925 form.

### Line 22: Total Net User Charge

- Calculate as directed on the RD-925 form. If Line 21 is greater than Line 19, enter zero (0).

### Line 23: Total Payments Made

- Enter total amount paid for 2014 in quarterly installments to the District, plus any credits of which the District has notified you, in writing, that were applied to your account. Questions on Total Payments made should be directed to the District's Finance Department at (312) 751-6545.

### Line 24: Total User Charge Remaining Due and Payment

- If Line 22 is greater than Line 23, enter the remaining amount due on Line 24. Make your check or money order for this amount payable to the Metropolitan Water Reclamation District of Greater Chicago and complete the enclosed 925-V Payment Voucher.

**RD-925 FOR THE 2014 REPORTING YEAR  
INSTRUCTIONS**

**Mail the ORIGINAL RD-925 and supporting documentation to:**

Metropolitan Water Reclamation District  
PO Box 10687  
Chicago, IL 60610-0687

**Mail PAYMENT along with the 925-V PAYMENT VOUCHER to:**

Metropolitan Water Reclamation District  
Lock Box No. 98429  
Chicago, IL 60693

**All Submittals must be postmarked by February 20, 2015.**

**If you have any questions or require assistance in filling out the RD-925 form please call (312) 751-3000.**