

**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO  
TAX-EXEMPT USER CHARGE CERTIFIED 7f STATEMENT FOR AUTOMATIC BILLING  
For the Year 2016**

Reporting Facility Name: \_\_\_\_\_  
 Facility Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_

User Account Number:

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

**Section A. Estimating Annual Water Usage Based on Water Bills:**

1. Volume reported represents period from: \_\_\_\_\_ to \_\_\_\_\_
2. Total Annual Volume (gallons): \_\_\_\_\_ gallons
3. Total User Charge Due: \_\_\_\_\_  
 Multiply total number of gallons in Line 2 by 0.000696 \$ \_\_\_\_\_

**Section B. Estimating Annual 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 per service \_\_\_\_\_ x Number of services/year \_\_\_\_\_ x 12 gallons = \_\_\_\_\_ gallons
- 2. PARSONAGES, RETIREMENT/NURSING HOMES, HALF-WAY HOUSES, MENTAL INSTITUTIONS, ETC.
  - a. Number of persons living in residence \_\_\_\_\_ x 365 days/year x 96 gallons = \_\_\_\_\_ gallons
  - b. Number of employees \_\_\_\_\_ x Number of working days/year \_\_\_\_\_ x 9 gallons = \_\_\_\_\_ gallons
- 3. SCHOOLS  
 Number of students and staff \_\_\_\_\_ x Number of school days/year \_\_\_\_\_ x 9 gallons = \_\_\_\_\_ gallons
- 4. OTHER CLUBS, SOCIAL ORGANIZATIONS, SOCIAL SERVICES, MEETINGS, ETC.  
 Average Attendance \_\_\_\_\_ x Number of days/year facility is open \_\_\_\_\_ x 15 gallons = \_\_\_\_\_ 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 0.000696 \$ \_\_\_\_\_

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 \_\_\_\_\_

Notary Public Seal

**Mail the 7F Statement and supporting documentation to:**

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

**Mail Payment along with the 925-V Payment Voucher to:**

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

**For District Use Only**

Year: 2016

Rate: 0.0006960

Post Date: \_\_\_\_\_

Failure to file a correct and complete statement, on time, together with all required supporting documentation, and failure to pay the full amount owed by the due date will subject the User to penalty and/or interest charges as provided by the User Charge Ordinance.

**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**  
**TAX-EXEMPT USER CHARGE CERTIFIED 7f STATEMENT FOR AUTOMATIC BILLING**  
**Instructions for Form Preparation**

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.

**Facility Information:**

- Verify information and/or complete

**Complete either Section A or Section B to estimate your annual water usage:**

- Complete Section A if you receive water bills.
- Complete Section B if you do not receive water bills.

**Section A Instructions**

- Line 1: Enter the earliest and latest reading dates from your facility's water bills.
- Line 2: The volume is calculated by doing the following:
  - Collect all water bills received in 2016, and enter:
    - First reading date from the first water bill.
    - Last reading date from the last water bill.
    - The total billed water usage days is the difference between the first and last reading dates on the water bills.
  - Sum the total water usage from all the water bills
    - If you have multiple water bill accounts, add the usage from all bills.
  - Prorate the total usage to 365 days
    - Multiply the total water usage from all water bills by 365 days and divide by the total billed water usage days
  - Convert the total water usage to gallons if necessary
    - If the water bills states it is "Usage in Thousands" multiply total water usage by 1,000.
    - If the water bills state it is in cubic feet, multiply the total water usage by 7.48.
  - Enter the total water usage volume, in gallons, on Line 2 of Section A.
- Line 3: Multiply Line 2 by 0.000696 and enter this number on Line 3. That is your Total User Charge Due.
- Enclose copies of all water bills used in your calculation.

**Section B Instructions**

- Lines 1 - 4: Select all facilities types that best describe the operations of your facility.
  - Enter the average annual information requested on each line.
  - Compute the total, estimated water usage as described on each line.
- Line 5: Total User Charge Due
  - Line 5a: Sum the total, estimated water usage from Lines 1, 2a, 2b, 3, and 4.
  - Line 5b: Multiply the total estimated water usage on Line 5a by 0.000696. This is your Total User Charge Due.



METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

925-V FOR THE YEAR 2016

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 Due" line of your 2016 RD-925, User Charge Annual Certified Statement or Tax-Exempt User Charge Certified 7f Statement for Automatic Annual Billing.

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 2016-925V on the check.

How to Send In Your 2016 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. Leave them loose in the envelope.
• Mail payment and voucher 925-V by Tuesday, February 21, 2017 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.

Form with sections: 925-V (Metropolitan Water Reclamation District of Greater Chicago), Payment Voucher, 2016 User Charge, Reporting Facility, Name, Address, City, State, Zip Code, Telephone, and FOR DISTRICT USE ONLY (P/A, D/D, P/D, Ch, Ba).

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