



**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.

925-V <small>Metropolitan Water Reclamation District of Greater Chicago</small>	Payment Voucher		2016 User Charge
Reporting Facility	User Account No.	Payment Amount	FOR DISTRICT USE ONLY
Name			P/A: _____
Address			D/D: _____
City, State, Zip Code			P/D: _____
Telephone			Ch: _____
			Ba: _____

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