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

1. Volume reported represents period from: ____________ to ____________
2. Total Annual Volume (gallons): ____________
3. Total User Charge Due:
   Multiply total number of gallons in Line 2 by 0.0006779 $ ____________

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: ____________
   b. Multiply total number of gallons in Line 5a by 0.0006779 $ ____________

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.: ___________________________

Subscribed 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

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.
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 2018, 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 bill states it is "Usage in Thousands" multiply total water usage by 1,000.
    - If the water bill states it is in cubic feet, multiply the total water usage by 7.48.
    - If the water bill states it is in thousands of cubic feet, multiply the total water usage by 7480.
  - Enter the total water usage volume, in gallons, on Line 2 of Section A.
- Line 3: Multiply Line 2 by 0.0006779 and enter this number on Line 3. This is your Total User Charge Due.
- Enclose copies of all water bills used in your calculation.

Section B Instructions

- Lines 1 - 4: Select all facility 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 0.0006779. This is your Total User Charge Due.

If you have any questions, please contact the Pretreatment and Cost Recovery Section at (312) 751-3000 or you may direct your question by email to mwrd-ucts@mwrd.org.
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 2018 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 2018-925V on the check.

How to Send In Your 2018 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.

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.