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 Account No. (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.
- Mail payment and voucher 925-V by **Wednesday, February 20, 2019** 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.**

<table>
<thead>
<tr>
<th>925-V</th>
<th>Payment Voucher</th>
<th>2018 User Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>User Account No.</td>
<td>Payment Amount</td>
</tr>
<tr>
<td><strong>Reporting Facility</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FOR DISTRICT USE ONLY**

- P/A:    
- D/D:    
- P/D:    
- Ch:     
- Ba:     

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

**Due Date: February 20, 2019**