

# RD-925 FORM PREPARATION GUIDANCE FOR THE YEAR 2013 (YELLOW)

## Instructions for RD-925 Form Preparation

### Line 1 – 5: Facility Information

- Verify information and/or complete. Make changes on the RD-925 so we may update our records.

### Line 6: Volume (Gallons)

- Collect all water bills received in 2013.
- Consult your local water agency for the correct units of water usage on the bills.
- If your water bill states “Usage in Thousands,” multiply the total by 1,000; if the units are in cubic feet, you will have to do an additional multiplication of the total by 7.480 to convert cubic feet to gallons.
- Enter the total volume in gallons.
- Attach copies of water bills used in the computation of the reported volume to the RD-925 YELLOW EZ-FILL form.

### Line 7-13: Annual Quantities and Computation of User Charge

- Calculate as directed on the RD-925 form.

### Line 14: Total Gross User Charge

- Calculate as directed on the RD-925 form.

### Line 15: 2012 Second Installment Property Taxes Paid to *Metro Water Reclamation District*

**\*Please Note: This line will not be applicable to most Users. Place a “0” on the line if you do not receive tax bills.\***

- For each parcel with a tax bill, enter your Property Index Number (PIN) into *mwr.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 \* 0.00370)
- Find the line that states “Metro Water Reclamation District” under Miscellaneous Taxes and record 2012 tax on Line 15; if in TIF, enter lower of the two numbers (2012 tax or number calculated in above bullet point).

### Line 16: Total Ad Valorem Tax Credit

- Calculate as directed on the RD-925 form.

### Line 17: Total Net User Charge

- Calculate as directed on the RD-925 form.

### Line 18: Total Payments Made

- Enter total amount paid for 2013 in monthly installments to the District plus any credits of which the District has notified you, in writing, that were applied to your account.

### Line 19: Total User Charge Remaining Due

- If Line 17 is greater than Line 18, enter the remaining amount due on Line 19, and make your check or money order for this amount payable to the Metropolitan Water Reclamation District of Greater Chicago. **Mail payment to the District’s Lock Box (address on RD-925), together with the ORIGINAL RD-925 and supporting documentation.** Keep a copy of your submittal for your records.

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. **THE DISTRICT GRANTS NO EXCEPTIONS TO THIS DEADLINE.**

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- *Information collected and received by the District becomes public record and may be subject to disclosure under the Illinois Freedom of Information Act (5 ILCS 140). Please refer to these state regulations for applicability and exemptions.*
  - *Information submitted to the District may be claimed confidential to the extent allowed by 40 CFR Part 403.14 and 40 CFR Part 2.302 if such is requested at the time of submittal. Please refer to these federal regulations for applicability.*

## Frequently Asked Questions

### 1. Who is The Metropolitan Water Reclamation District of Greater Chicago?

The District is the local regulatory government agency that treats and disposes of the sewage, industrial wastes, and other wastes generated by each User. Each User is charged for its use of the sewage collection and treatment facilities of the District as required by The Federal Water Pollution Control Act Amendments of 1972 (P.L. 92-500), the Clean Water Act of 1977 (P.L. 95-217) and the rules and regulations of the United States Environmental Protection Agency. We are NOT the Water Department and do NOT provide the User with incoming water.

### 2. Why do I have to pay User Charge if I am tax-exempt?

User Charge is not a tax. Users of wastewater treatment services who are tax-exempt do not pay property taxes; therefore, the wastewater treatment services must be paid by the Tax-Exempt User through a direct User Charge.

### 3. Who can submit the Annual Certified Statement (RD-925 EZ FILL) for Tax-Exempt Users Only?

Tax-Exempt Users whose sewer discharges are solely domestic in nature, and pay User Charges based on incoming metered water volume (no reporting options or other methodology) may submit the simplified form of the RD-925 statement.

**NOTE: If the RD-925 EZ FILL YELLOW statement is completed online all fields that require calculation will be automatically populated for your convenience.**

*www.mwrd.org->Departments->Monitoring & Research->User Charge Section Forms->RD-925 EZ FILL YELLOW*

#### **Checklist of supporting documentation that MUST be submitted with the RD-925 YELLOW form:**

- Copies of all water bills received in 2013 for the reporting facility
- Completed, signed AND notarized RD-925 form (original form plus one set of supporting documents)
- **\*IF APPLICABLE\*** Copies of all 2012 Second Installment Property Tax Bills (payable in 2013)

#### **Checklist of supporting documentation that MAY be submitted for additional information:**

- Copies of water meter readings for main incoming meters