

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

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

- Copies of all water bills received in 2013 for the reporting facility
- Copies of all 2012 Second Installment Property Tax Bills (payable in 2013)
- Completed Administrative Cost Recovery Worksheet
- Completed, signed AND notarized RD-925 form (original form plus ONE set of supporting documents)

## If you have an approved methodology, the following additional supporting documentation **MUST** also be submitted:

- Copies of weekly meter readings for all privately owned water meters and/or direct discharge flowmeters
- Copies of meter calibration records for all privately owned water meters
- Copies of monthly meter calibration and annual certification records for all direct discharge flowmeters

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

- Copy of letter from the District for any approved methodologies
- Copy of top sheet of previously submitted RD-920 form(s)
- Copies of water meter readings for main incoming meters

## Instructions for RD-925 Form Preparation

### Line 1 – 7: Facility Information

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

### Line 8: Volume (Gallons)

- Collect all water bills received in 2013. Based on water usage, calculate total annual volume measured by each meter (convert units to gallons if necessary).
- Enter the total volume in gallons.
- Attach copies of all water bills used in the computation of the reported volume.

### Line 9-12: Sampling Data

- Enter the representative concentration derived from analytical results for 5-Day BOD and SS, expressed as milligrams per liter (mg/L), under the appropriate Outlet Number. Follow the calculations on the form to convert to pounds (lbs).

### Line 13-18: Total Annual Gross User Charge

- Calculate as directed on the RD-925 form.

### Line 19: 2012 Second Installment Property Taxes Paid to *Metro Water Reclamation District*

- For each parcel with a tax bill, enter your Property Index Number (PIN) into [mwr.org](http://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 19; if in TIF, enter lower of the two numbers (2012 tax or number calculated in above bullet point).

### Line 20: Total Ad Valorem Tax Credit

- Calculate as directed on the RD-925 form.

### Line 21: Total Net User Charge

- Calculate as directed on the RD-925 form. If Line 20 is greater than Line 18, enter zero (0).

### Line 22: 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. Questions on Total Payments made should be directed to the District's Finance Department at (312) 751-6545.

### Line 23: Total User Charge Remaining Due

- If Line 21 is greater than Line 22, enter the remaining amount due on Line 23, 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.