

RD-925 for the 2015 Reporting Year GENERAL INSTRUCTIONS

If you are using the ONLINE FILLABLE RD-925 Form, please adhere to the following instructions:

- * **Prior to using the form:** Open the file and save it to your computer. Filling in the form using your web browser may result in calculation errors.
- * **Minimum Pretreatment Requirement (MPR) Charges:** If you are a Significant Industrial User (SIU), check "Yes" on the RD-925 Form and indicate the number of outlets in your current Discharge Authorization. Your MPR charges will calculate incorrectly if each step is not completed.

Required Documentation for ALL USERS:

- The Original Signed and Notarized User Charge Annual Certified Statement (RD-925).
- Significant Industrial Users only:** Completed MPR Worksheet.
- Copies of all 2015 water bills. If the reporting facility does not receive water bills, monthly meter readings are required.
- Copies of all 2014 Second Installment Property Tax Bills payable in 2015, if the reporting facility receives tax bills.
- Copies of all 2015 RD-920 coversheets or the District's User Charge Sampling Report requested by the User.
- Completed 925-V Payment Voucher, if payment is submitted.

Required Supporting Documentation If you have an approved methodology:

- 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.

RD-925 Calculation Backup:

- All Completed Worksheets or Calculations Used in Preparing the Form.
 - * If you use the RD-925 Worksheets to prepare your form, enclose these with your filing.
 - * If you do calculations without the RD-925 Worksheets, enclose your calculations.

Total Annual Volume

Regarding Total Annual Volume reported on Line 6 of the RD-925 and the Volumes reported on the Annual Wastewater Loading Worksheet:

- * All volumes must be prorated to a full year (365 days for 2015).

$$\text{Meter Annual Volume} = \frac{(\text{Last Reading} - \text{First Reading}) * \text{Days Active} * \text{Multiplier}}{(\text{Last Date} - \text{First Date})}$$

- * Water meter readings and bills used in the calculation of 2015 Annual Volume should not originate from earlier than December 1 of the preceding year and should be no later than January 31 of the subsequent year.

Mail the ORIGINAL RD-925 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

The RD-925 and supporting documentation must be postmarked by Monday, February 22, 2016.

If you have any questions or require assistance in filling out the RD-925 Form please call (312) 751-3000.

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

RD-925

User Charge Annual Certified Statement

For the 2015 Reporting Year

Reporting Facility Information

User Account No.

1. Name _____
Address _____
City, State, Zip Code _____
Telephone _____

Significant-Industrial User (SIU): Yes No

If yes, enter the number of Outlets in your Discharge Authorization (DA): _____

User Charge Classification:

Large Commercial-Industrial User (LCIU) Tax-Exempt User (TXE)

2. Nature of Business: _____
3. a. No. of Employees: _____ b. No. of Workdays: _____ c. Operating on Weekends? Yes No
4. a. Number of Final Outlets (*User Charge*): _____ b. Number of Incoming Water Meters: _____
5. Dates of User Charge Sampling: _____

Annual Quantities

6. Volume (gallons): _____		Total	
7. 5-Day Biochemical Oxygen Demand (BOD): _____	mg/L		gal
8. Suspended Solids (SS): _____	mg/L		lbs

User Charge Computation

9. Total Annual Volume Charge: _____	Multiply Line 6 by \$0.00025051		\$ _____
10. Total Annual 5-Day BOD Charge: _____	Multiply Line 7 by \$0.24049		\$ _____
11. Total Annual SS Charge: _____	Multiply Line 8 by \$0.15408		\$ _____
12. Total Wastewater Loading Charge: _____	Sum Lines 9, 10, and 11		\$ _____
13. Minimum Pretreatment Requirement Charges: _____	Line 7 from the MPR Charge Worksheet		\$ _____
14. Total Gross User Charge: _____	Sum of Lines 12 and 13		\$ _____
15. Total Second Installment Property Taxes Paid to Metro Water Reclamation District: _____			\$ _____
16. Total Ad Valorem Tax Credit: _____	Multiply Line 15 by 0.391		\$ _____
17. Total Net User Charge: _____	Subtract Line 16 from Line 14		\$ _____
18. Total Payments Made (<i>Year to Date</i>): _____	Total of RD-913 Invoice Payments made for Reporting Year 2015		\$ _____
19. Total User Charge Remaining Due: _____	Subtract Line 18 from Line 17		\$ _____

Prepared By: _____
Company/Title: _____
E-mail Address: _____
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.: _____
E-mail Address: _____

Witnessed By: _____
On: _____ (mm/dd/yy)

Notary Public Seal

2015 User Charge Rates	
Volume:	\$250.51 per million gallons
5-Day BOD:	\$240.49 per thousand pounds
Suspended Solids:	\$154.08 per thousand pounds
OM&R Factor:	0.391

For District Use Only	
Year:	2015
\$ Paid:	_____
Deposit Date:	_____
Post Date:	_____
Check No.:	_____
Batch No.:	_____

**The completed RD-925 Form must be postmarked by February 22, 2016 and mailed to:
Metropolitan Water Reclamation District of Greater Chicago, P.O. Box 10687, Chicago, IL 60610-0687**

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

Minimum Pretreatment Requirement Charges Worksheet

For the 2015 Reporting Year

Minimum Pretreatment Requirement (MPR) Charges are applicable only to **Significant Industrial Users (SIU)** and represent the charges for annual account administration, review of mandatory reports, annual inspection and sampling of SIUs under the District's Pretreatment Program, and shall be recovered according to the following schedule for 2015:

Tier	1	2	3	4	5	6	7	8
Flow Range (Gallons)	Less Than 1,296,760	1,296,760 to 3,478,200	3,478,200 to 6,036,040	6,036,040 to 10,464,520	10,464,520 to 18,613,980	18,613,980 to 28,329,770	28,329,770 to 56,498,000	Greater Than 56,498,000
Report Review Charge	\$855	\$1,735	\$3,475	\$5,210	\$7,000	\$8,700	\$10,320	\$12,170
Inspection Charge	\$345							
Sampling Charge per Outlet Specified in the Discharge Authorization	\$470							

MINIMUM PRETREATMENT REQUIREMENT CHARGES

1. Volume: _____ Line 6 from the User Charge Annual Certified Statement _____ gal
2. Report Review Charge: _____ Use the Volume indicated on Line 1 to determine the charge \$ _____
3. Inspection Charge: _____ \$ _____ 345.00
4. Total Number of Sampling Outlets Specified in the Discharge Authorization: _____
5. Sampling Charge per Outlet: _____ \$ _____ 470.00
6. Sampling Charge: _____ Multiply Line 4 by Line 5 \$ _____
7. **Total MPR Charges:** _____ Add Lines 2, 3, and 6; Indicate Total on Line 13 of the User Charge Annual Certified Statement \$ _____

MINIMUM PRETREATMENT REQUIREMENT (MPR) WORKSHEET INSTRUCTIONS

The purpose of the MPR Worksheet is to calculate the charges owed for MWRD's administration of the Pretreatment Program. If the reporting facility is categorized as a Significant Industrial User (SIU) at any time during the 2015 reporting year, they are required to calculate their MPR Charges and report such charges on the User Charge Annual Certified Statement (RD-925). This form will facilitate the calculation of the charges owed.

- * If you are NOT an SIU, enter zero (0) on Line 7 of this worksheet and on Line 13 of the RD-925.
- * SIUs must calculate and enter the value from Line 7 on Line 13 of the RD-925 and submit this worksheet with the RD-925 .
- * Do not include blind-tie (Z) stations from the Discharge Authorization when calculating MPR charges. These outlets are not sampled and therefore are not included in the calculation of the sampling charges.