

RD-925 FORM PREPARATION FOR THE YEAR 2009

Line 1. User's Name, Address, City, State, Zip Code, and Telephone Number

- Enter the legal name, address, and telephone number of the parent company. Correct preprinted forms.
- Enter the reporting facility or plant name, address, and telephone number. Correct preprinted forms.

Line 2. Real Estate Index Number

This is a 14-digit number located on the Property Owner's real estate tax bill. It is referred to as the Permanent Real Estate Index Number or PIN. Attach copies of tax bills of all pertinent real estate index numbers to the RD-925.

Line 3. Nature of Business

Identify the type of manufacturing process, service, or business conducted at the reporting facility.

Line 4. Tax-Exempt User's Reporting Option

Check the box if you are electing this option. (See *General Instructions for explanation of this Option*).

Line 5. Approved Reporting Options

Check any applicable boxes for which you have received prior written approval from the Director. (See *General Instructions for explanation of these Options*).

Line 6. Number of Employees

Enter the average number of persons employed at the facility during 2009.

Line 7. Number of Workdays Per Year

- Enter the number of days the facility operated during 2009.
- Check as applicable.

Line 8. Approved Flow Measurement Methodology

Check any applicable boxes for which you have received prior written approval from the Director for methodologies used to calculate Line 15. (See *General Instructions for Measurement Procedures*)

Line 9. Approved Reporting Methodology

Check any applicable boxes for which you have received prior written approval from the Director.

Line 10. Total Number of Outlets/Designations

Enter the total number of outlets through which wastewater leaves the facility and enters the sewerage system and the MWRD designation.

Line 11. Number of Water Meters

Enter the total number of incoming water meters for the reporting facility.

Line 12. Other Water Sources

Indicate water sources other than those from municipal water supply systems (i.e., private well, river, raw materials, etc.).

Line 13. Reporting Period

Enter the dates (month, day, and year) for which the volume reported in Line 15 applies.

Line 14. Dates Samples Taken

Enter the dates sampling programs were performed. Samples must be obtained in accordance with the Ordinance and must be representative of the discharge to the District during normal daily operations.

Line 15. Volume (Gallons)

Enter the total volume expressed in gallons. If you have received prior written approval from the Director to use a wastewater flow distribution, enter the volumes separately under the appropriate Outlet Numbers. Under the column headed "Total" enter the total number of gallons discharged from all outlets. Consult your local water agency for the correct units of water usage on its bills. Copies of the water bills used in the computation of the reported volume must be attached to the RD-925.

Line 16. 5-Day Biochemical Oxygen Demand (BOD) (mg/L)

Enter under the appropriate Outlet Number the representative concentration derived from analytical results for 5-Day BOD, expressed as milligrams per liter (mg/L). Users who have received prior written approval from the Director to forgo sampling should report using the concentration established by the District. Section 7g Reporting Option Users must use the concentration of 119 mg/L.

Line 17. 5-Day BOD (lbs)

Pounds (lbs) of 5-Day BOD =
Line 15 x Line 16 x 0.00000834.

Line 18. Suspended Solids (SS) (mg/L)

Enter under the appropriate Outlet Number the representative concentration derived from analytical results for SS expressed as milligrams per liter (mg/L). Users who have received prior written approval from the Director to forgo sampling should report using the concentration established by the District. Section 7g Reporting Option Users must use the concentration of 168 mg/L.

Line 19. SS (lbs)

Pounds (lbs) of SS =
Line 15 x Line 18 x 0.00000834.

Line 20. Total Annual Volume Charge

Multiply Line 15 Total by:

\$0.00022937 – Commercial-Industrial Users,
(\$229.37 per million gallons),
\$0.00023596 – Tax-Exempt Users, (\$235.96 per
million gallons),

and enter the total amount.

Line 21. Total Annual BOD Charge

Multiply Line 17 Total by:

\$0.23190 – Commercial-Industrial Users (\$231.90
per thousand pounds),
\$0.23856 – Tax-Exempt Users (\$238.56 per thou-
sand pounds),

and enter the total amount.

Line 22. Total Annual SS Charge

Multiply Line 19 Total by:

\$0.17425 – Commercial-Industrial User (\$174.25
per thousand pounds),
\$0.17925 – Tax-Exempt Users (\$179.25 per thou-
sand pounds),

and enter the total amount.

Line 23. Total Wastewater Loading Charge

Add the amounts from Lines 20, 21 and 22, and enter the total amount.

Line 24. Administrative Cost Recovery (ACR) Charges

Commercial-Industrial Users are required to pay ACR charges and complete the attached Administrative Cost Recovery Worksheet. This does not apply to Tax-Exempt Users.

Line 25. Total Annual Gross User Charge

Add the amounts from Lines 23 and 24 and enter the total amount.

Line 26. Annual Real Estate Property Taxes Paid to the District

Enter the total 2008 amount of real estate property taxes paid to the District from the last property tax bill paid (levied for 2008, payable in 2009). This amount is identified in the 2008 second installment Real Estate Tax Bill. Copies of the itemized portion of the paid tax bills must be attached to the RD-925. No credit will be applied if the Tax Bills are not submitted to the District.

Users who have any real estate parcels located in a Tax Incremental Financing (TIF) District should refer to General Instructions. Tax-Exempt Users are not required to complete Line 26.

Line 27. Total Ad Valorem Tax Credit

Multiply Line 26 by 0.504. This does not apply to Tax-Exempt Users.

Line 28. Total Net User Charge

Subtract Line 27 from Line 25. If Line 27 is greater than Line 25, enter zero (0).

Line 29. Total Payments Made

Enter total amount paid for 2009 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 30. Total User Charge Remaining Due

If Line 28 is greater than Line 29, enter the remaining amount due on Line 30, 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 below), together with the RD-925 and supporting documentation.**

Line 31. Overpayment

If Line 28 is less than Line 29, there has been an overpayment. Enter the overpayment on Line 31. If you are filing more than one RD-925 for 2009, please do not apply this refund or credit to payments which may be due for other facilities until you have received written confirmation from the District that such refund or credit exists.

Certification

A. Who Should Sign Form

This form must be signed by a corporate officer, a partner, a fiduciary or other duly authorized agent of the User. To expedite inquiries and review, insert the name and telephone number of the person who actually prepared the form in the space provided.

B. Corporate Seal

Corporate Seal must be affixed where applicable.

C. Notary Seal

Form must be notarized to ensure that the information contained therein is true, correct and complete. No refunds will be issued until the form has been duly signed and notarized. The officer/owner signing the form cannot notarize the same signature.

D. Mailing

Mail the original and one copy of the RD-925 together with your remittance and all supporting documentation (including tax bills, water bills, sampling analyses, meter reading logs, etc.) by February 20, 2010 to:

**The Metropolitan Water Reclamation District
of Greater Chicago
Lock Box No. 98429
Chicago, Illinois 60693**

Keep a copy for your records.

E. Delinquency

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.**

For phone inquiries, call (312) 751-3000 between 8:45 a.m. and 4:30 p.m. The User Charge Ordinance is available on our website at www.mwrd.org.