

RD-925 EZ FILL FORM PREPARATION FOR THE YEAR 2011 – TAX-EXEMPT USER ONLY

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. Nature of Business

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

Line 3. Number of Employees

Enter the average number of persons employed at the facility during 2011.

Number of Workdays Per Year

- Enter the number of days the facility operated during 2011.
- Check as applicable.

Line 4. Number of Water Meters

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

Line 5. Reporting Period

Enter the dates (month, day, and year) for which the volume reported in Line 6 applies.

Line 6. Volume (Gallons)

Enter the total volume expressed in gallons. Consult your local water agency for the correct units of water usage on its bills. If your water bill states "Usage in Thousands," multiply the total by 1000; if the units are in cubic feet, you will have to do an additional multiplication of the total by 7.480 to arrive at "gallons". Copies of the water bills used in the computation of the reported volume must be attached to the RD-925 EZ FILL.

Line 7. 5-Day Biochemical Oxygen Demand (BOD) (mg/L)

The concentration of 119 mg/L has already been entered for you.

Line 8. 5-Day BOD (lbs)

Pounds (lbs) of 5-Day BOD =
Line 6 x 0.00099246.

Line 9. Suspended Solids (SS) (mg/L)

The concentration of 168 mg/L has already been entered for you.

Line 10. SS (lbs)

Pounds (lbs) of SS =
Line 6 x 0.00140112.

Line 11. Total Annual Volume Charge

Multiply Line 6 Total x \$0.00025031 and enter the total amount.

Line 12. Total Annual BOD Charge

Multiply Line 8 Total x \$0.25389 and enter the total amount.

Line 13. Total Annual SS Charge

Multiply Line 10 Total x \$0.19921 and enter the total amount.

Line 14. Total Net User Charge

Add the amounts from Lines 11, 12 and 13 and enter the total amount. This is your User Charge due for 2011.

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 EZ FILL and supporting documentation.**

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. 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.

C. Mailing

Mail the original and one copy of the RD-925 EZ FILL together with your remittance and all supporting documentation (including water bills or water meter readings) by February 21, 2012 to:

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

Keep a copy for your records.

D. 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.