RD-925 for the 2025 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 2025 water bills. If the reporting facility does not receive water bills, monthly meter readings are required.
- Copies of all 2024 Second Installment Property Tax Bills payable in 2025, if applicable. Property tax information can be obtained from the Cook County Assessor's website: www.cookcountyassessor.com.
- □ Copies of all 2025 RD-920 coversheets or the District's User Charge Sampling Report requested by the User.
- Completed 925-V Payment Voucher, if payment is submitted.

Additional Required 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 the most recent 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 Supporting Documentation:

□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. All meter data must be labeled with either the meter code from your approved methodology or the serial number.

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 2025).

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

(Last Date - First Date)

Water meter readings and bills used in the calculation of 2025 Annual Volume should not originate from earlier than December 1 of the preceeding year and should be no later than January 31 of the subsequent year.

Mail the ORIGINAL RD-925, required documentation and supporting documentation to:

Metropolitan Water Reclamation District of Greater Chicago PO Box 10687, Chicago, IL 60610-0687

Make PAYMENTS online at https://mwrd.org/form/user-charge-payment.

You can still mail payments via USPS with the 925-V payment voucher to PO Box 95089, Chicago, IL 60694-5089

The RD-925 and all documentation must be postmarked by Friday, February 20, 2026.

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

User Charge Annual Certified Statement

For the 2025 Reporting Year

Re	eporting Facility Information	User Account No.		
1.	Name			
	Address	Significant-Industrial User (SIU):		🗆 Yes 🗆 No
	City, State, Zip Code	If yes, enter the number of Outlets in your, Dischar	ge Authorization (I	DA):
	Telephone	User Charge Classification:		
		Large Commercial-Industrial User (LCIU)	🗌 Tax	-Exempt User (TXE)
2.	Nature of Business:			
3.	a. No. of Employees: b. No. of W	orkdays: c. Operating	g on Weekends	? 🗌 Yes 🗌 No
4.	a. Number of Final Outlets (User Charge):	b. Number of Incoming Water Meters:	-	
5.				
A r 6.	nnual Quantities Volume (gallons):			Total gal
7.	5-Day Biochemical Oxygen Demand (BOD):		mg/L	o lbs
8.	Suspended Solids (SS):		mg/L	lbs
116	ser Charge Computation	······		
		Multiply Line 6 by	\$0.00029273	\$
	Total Annual 5-Day BOD Charge:			\$
			e 8 by \$0.1264	\$
		Sum Lines		\$
	Administrative Cost Recovery (ACR) Charges:	Line 7 from the MPR Charc	e Worksheet	\$
			nes 12 and 13	\$
	Total Second Installment Property Taxes Paid to Metro Wa			\$
			ne 15 by 0.474	\$
17.		Subtract Line 1		\$
		Total of RD-913 Invoice Payments made for Report	ing Year 2025	\$
	Tatal Ulara Ohana Davadalar Dava	Subtract Line 18		\$
	······			·
Pre	epared By:		2024 Us	ser Charge Rates
Со	ompany/Title:		Volume:	\$292.73
E-r	mail Address:	Telephone No.:		per million gallons
Cei	rtification: The undersigned, being first duly sworn on oath, deposes		5-Day BOD:	\$191.03 per thousand pounds
	its supporting documentation and to the best of his/her known	owledge and belief, same are true, correct, and complete.	Suspended Solids:	\$126.40 per thousand pounds
Cie	mature of Officer/Oumer		OM&R Factor:	0.474
	gnature of Officer/Owner:			
	RINT Name & Title:		For Di	istrict Use Only
E-ľ	mail Address:	Telephone No.:	N/	0005
14/3	han and Dur		Year:	2025
VVI	tnessed By:		Post Date:	

On:

The completed RD-925 Form must be postmarked by February 20, 2026 and mailed to: Metropolitan Water Reclamation District of Greater Chicago, P.O. Box 10687, Chicago, IL 60610-0687

(mm/dd/yy)

Annual Wastewater Volume Worksheet

For the 2025 Reporting Year

Flow Methodology(ies) by Outlet

	Meter Code									
Outlet No.	 =									
Outlet No.	 =									
Outlet No.	 =									
Outlet No.	 =									
Outlet No.	 =									
Outlet No.	 =									
Outlet No.	 =									
Outlet No.	 									

Calculation of Annual Volume by Meter

Meter	Serial No. or	Days			First	First Read	Last	Last Read	
Code	Account No.	Active	Multiplier	Unit	Reading	Date	Reading	Date	Meter Annual Volume
									=
									=
									=
									=
<u> </u>									=
<u> </u>									=
<u> </u>						. <u></u>			
<u> </u>						<u> </u>			=
<u> </u>									=
									=
									=
									=
									=
									=
									=
									=
<u> </u>									
<u> </u>									=
<u> </u>									=
									=
									=
									=

Calculation of Total Annual Volume by Outlet

		Annual Volume				Annual Volume	
Outlet No.	=	gal	Outlet No.		=		gal
Outlet No.	=	gal	Outlet No.		=		gal
Outlet No.	=	gal	Outlet No.		=		gal
Outlet No.	=	gal					
Outlet No.	=	gal		Total Volume	=		gal

Comments

ANNUAL WASTEWATER VOLUME WORKSHEET INSTRUCTIONS

The purpose of the Annual Wastewater Volume (Volume) Worksheet is to provide facilities with a clear method of demonstrating how their annual flow is calculated. This includes demonstrating the equation(s), water meters, and final calculations to total flow, either by summing all water meters or applying a flow equation already approved by the MWRD. What follows are instructions for each step in this process.

Instructions for Calculation of Annual Volume by Meter

The meters described in the Flow Methodology(ies) section of the worksheet are now detailed and the annual volume for each calculated in this section. To successfully complete this section, the following steps must be followed.

- * For each meter: a *Meter Code* (from a MWRD approval letter for the facility's flow methodology), an *Account No*. (from a city water bill), and/or the *Serial No*. (from the meter itself) must be supplied. If one of these is not listed, MWRD will not be able to identify the meter and the volume will not calculate in the worksheet if you are using Microsoft Excel.
- * Supply the number of **Days Active** the meter was measuring water during the year. For meters active the entire year, this should be 365. If the meter was inactive for any period, give the exact number of days. Unless this is a seasonal meter, the volume being supplied by this water line must be quantified for the entire year. This is not by default the number of days between the first reading and the last reading.
- * All water meters measure volume with a specific *Multiplier* and a specific *Unit*, either gallons (gal) or cubic feet (cu. ft.). The multiplier is given as how many zeroes (0) are to be added to the meter reading. Provide the multiplier (1, 10, 100, etc.) and the unit for this meter. If the volume is measured in gallons, a unit conversion factor of 1 should be applied to the Meter Annual Volume. If the volume is measured in cubic feet, a unit conversion factor of 7.48 should be applied to the Meter Annual Volume.
- * Using either water bills supplied by the city or a weekly water meter reading logsheet maintained by the facility, list the **First Reading**, the **First Date** for that reading, the **Last Reading**, and the **Last Date** for that meter reading. In the RD-925 backup, copies of all water bills and logsheets must be included to verify this information.
- * The First and Last Readings should not be earlier than December 1, 2024, or later than January 31, 2026, respectively and should be as close as possible to 365 days. If all water bills for the facility are not available, the closest period of time to this date range should be used.
- * The equation to calculate the Meter Annual Volume is:

$$Meter Annual Volume = \frac{(Last Reading - First Reading) * Days Active * Multiplier}{(Last Date - First Date)} * Unit Factor (1 for gallons, 7.48 for cu. ft)$$

Instructions for Calculation of Annual Volume

* Apply the Meter Annual Volume(s) to the equation(s) listed in the Flow Methodology(ies) section.

- * Match each Flow Methodology to its corresponding Outlet No. and Annual Volume.
- * If the Flow Methodology references multiple outlets or total flow for the entire facility, record this on its corresponding 'Outlet No.' line.
- * The *Total Volume* is reported on *Line 6* of the RD-925 Form and each Outlet's *Annual Volume* is used on the Annual Loadings Calculation Worksheet.

Example

			Meter Code	Meter Code	Meter Meter Code Code					
	Outlet No. Total F	low =	<u> </u>	12 +	13 - Q1					
Meter Code I1	Serial No. or Account No. 501251331	Days Active 366	Multiplier 100	Unit cu.ft.	First Reading 7,153	First Date 12/22/24	Last Reading 33,217	Last Date 12/11/25	=	Meter Annual Volume 20,099,969
12	501251332	348	100	cu.ft.	96,315	01/22/25	281,638	12/15/25	=	147,074,141
12	501251332	17	1,000	gal	0	12/15/24	7	01/22/26	=	3,132
13	501251333	366	10	gal	7	12/29/24	10	12/29/25	=	30
Q1	A7048	362	10	gal	1,423	12/29/24	5,638	12/25/25	=	42,150

Annual	Volume

Outlet No.	Total Flow	=	167,135,122	gal
	Total Volume	=	167,135,122	gal

Annual Wastewater Loadings Worksheet

For the 2025 Reporting Year

Sampling Results or Reporting Option(s)

_

	 5-Day BOD	Suspended Solids	Reporting Option/Sampling Results			
Outlet No.	mg/L	mg/L	🗆 Sampling 🔲 7g 🗌 7h 🗌 7i			
Outlet No.	mg/L	mg/L	Sampling 7g 7h 7i			
Outlet No.	mg/L	mg/L	Sampling 7g 7h 7i			
Outlet No.	mg/L	mg/L	Sampling 7g 7h 7i			
Outlet No.	mg/L	mg/L	Sampling 7g 7h 7i			
Outlet No.	mg/L	mg/L	Sampling 7g 7h 7i			
Outlet No.	mg/L	mg/L	Sampling 7g 7h 7i			
Outlet No.	mg/L	mg/L	Sampling 7g 7h 7i			

Calculation of Annual Quantities by Outlet

		Volume (gallons)	5-Day BOD (mg/L)	Suspended Solids (mg/L)	5-Day BOD (lbs)	Suspended Solids (lbs)
Outlet No.						
Outlet No.						
Outlet No.						
Outlet No.						
Outlet No.						
Outlet No.						
Outlet No.						
Outlet No.						
Total Annual Lo	oadings					Total
6 M						

8.	Suspended Solids (lbs):	Indicate Total on Line 8 of the User Charge Annual Certified Statement	lbs
7.	5-Day BOD (lbs):	Indicate Total on Line 7 of the User Charge Annual Certified Statement	lbs
6.	Volume (gallons):	Indicate Total on Line 6 of the User Charge Annual Certified Statement	gal

Comments

ANNUAL WASTEWATER LOADINGS WORKSHEET INSTRUCTIONS

The purpose of the Annual Wastewater Volume Worksheet is to clearly demonstrate how the wastewater loadings for each outlet are calculated.

This includes listing the Flow-Weighted Average (FWA) for each outlet obtained by sampling or approved for a reporting option and listing the total annual volume by outlet. Follow the steps below.

Sampling Results or Reporting Options

If sampling is required at an outlet:

* List the FWA concentrations for BOD and SS from all the sampling studies conducted in 2025 and check the sampling box.

If the outlet is approved for a reporting option:

* List the approved concentrations for BOD and SS and check the corresponding reporting option box.

Calculation of Annual Quantities by Outlet

If you are NOT approved for a wastewater flow distribution:

- * You will ONLY complete the first line of the table (unless you request a data isolation).
- * On the first line in the table, Write TOTAL in the Outlet No. Category.
- * Transfer the total annual flow calculated on the annual wastewater loadings worksheet.
- * From the Sampling Results or Reporting Options table, select the highest BOD concentration and the highest SS concentration and list it on the line.

If you have been APPROVED for a wastewater flow distribution (WFD):

- * For each row needed, indicate the Outlet No.
- * Transfer the corresponding total annual flow calculated on the annual wastewater loadings worksheet to each outlet.
- * Transfer the BOD and SS concentration for the corresponding outlet from the table above.

Data Isolations

- * Under the Outlet No. category, indicate Outlet No. and isolation. For an example refer to 2A (isolation) below.
- * Indicate the daily volume from the isolated day.
- * Indicate the BOD and SS concentrations from the isolated day.

Example using an approved WFD and Data Isolation:

		Volume (gal)	5-Day BOD (mg/L)	Suspended Solids (mg/L)	5-Day BOD (lbs)	Suspended Solids (lbs)
Outlet No.	1A	5,000,000	800	400	33,360	16,680
Outlet No.	2A	4,000,000	300	200	10,008	6,672
Outlet No.	2A(Isolation)	20,000	8,000	300	1,334	50

Total Annual Loadings

* Total Volume, 5-Day BOD, and Suspended Solids will be populated by summing the corresponding fields.

* Report Total 5-Day BOD in Pounds on Line 7 and Total Suspended Solids in Pounds on Line 8 of the RD-925 Form.

Ad Valorem Tax Credit Worksheet		For the 2025 Reporting Year	
Second Installment Property Taxes Paid to M	\$		
Total Ad Valorem Tax Credit:	Multiply the line above by 0.4	74 \$	
2024 Second Installment Property Taxes Paid			
Column 1	Column 2	Column 3	
Parcel ID # (PIN)	Physical Address of PIN	Taxes Paid to MWRD	
1.		\$	
2		\$	
3.		\$	
4.		\$	
5.		\$	
6.		\$	
7		\$	
8.		\$	
9.		\$	
10.		\$	
11.		\$	
12.		\$	
13.		\$	
14.		\$	
15.		\$	
16.		\$	
17.		\$	
18		\$	
19.		\$	
20.		\$	
21.		\$	
22.		\$	
23.		\$	
24.		\$	
25.		\$	
26.		\$	
27.		\$	
28.		\$	
29.		\$	
30		\$	

Comments

AD VALOREM TAX CREDIT WORKSHEET INSTRUCTIONS

All Users are permitted to claim a Property Tax Credit from their parcels in Cook County that are part of the reporting facility.

This Worksheet provides the User with a simple reporting method for the calculation of the Property Tax Credit.

Second Installment Property Taxes Paid to Metro Water Reclamation District

Total the Taxes Paid in Column 3.

Total Ad Valorem Tax Credit

Total Ad Valorem Tax Credit = Total Second Installment Property Taxes Paid to MWRD x 0.474.

Column 1: Parcel ID # (PIN)

* Found on your Property Tax Bill. This number is 14 digits long and appears in the following format on the bill:

12-34-567-890-1234

Column 2: Physical Address of PIN

- * This is the Property Location associated with the PIN listed on this line. In order to claim credit, the physical location must be part of the contiguous property being assessed User Charge. This means the facility must either be physically connected to the main facility or is not interrupted by any major divisions (such as streets or other parcels not associated with the facility).
- * If a PIN is claimed for Ad Valorem Tax Credit, any wastewater discharged from that location must also be quantified and all water bills associated with it must also be submitted.

Column 3: Taxes Paid to MWRD

- * Locate the "Metro Water Reclamation Dist of Chicago" line under Miscellaneous Taxes and record your 2024 tax.
- * If that PIN is within a Tax Increment Financing (TIF) District, you no longer have to verify the Frozen Equalized Assessed Value. What is printed on the bill is now accurate and no further action is required.



EVERGREEN PARK IL

EVERGREEN PK IL

Minimum Pretreatment Requirement Charges Worksheet

For the 2025 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:

Tier	1	2	3	4	5	6	7	8
Flow Range (Gallons)	Less Than 1,296,760	1,296,761 to 3,478,200	3,478,201 to 6,036,040	6,036,041 to 10,464,520	10,464,521 to 18,613,980	18,613,981 to 28,329,770	28,329,771 to 56,498,000	Greater Than 56,498,001
Report Review Charge	\$1,050	\$2,100	\$4,200	\$6,300	\$8,400	\$10,500	\$12,600	\$14,700
Inspection Charge	\$420							
Sampling Charge in the Discha			\$6	530				

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:		\$	420.00
4.	Total Number of Sampling	Outlets Specified in the Discharge Authorization:		
5.	Sampling Charge per Outl	et:	\$	630.00
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 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.



What is Form 925-V and Do You Have To Use It?

It is a payment voucher you send with your check or money order for any balance due, as indicated on the "Total User Charge Due" line of your 2025 RD-925, User Charge Annual Certified Statement or Tax-Exempt User Charge Certified 7f Statement for Automatic Annual Billing.

How to Fill In Form 925-V

- Enter User Account No. (found on the top of the RD-925).
- Enter the amount you are paying by check or money order.
- Enter the **<u>Reporting Facility</u>** name, address and phone number.

How to Prepare Your Payment

- Make your check or money order payable to "Metropolitan Water Reclamation District of Greater Chicago" or "MWRDGC".
- Do not send cash.
- Please indicate your User ID and 2025 925V on the check.

How to Send In Your 2025 User Charge Payment and Form 925-V

- Cut Form 925-V along the dotted line.
- Do not staple or otherwise attach your payment to voucher 925-V. Leave them loose in the
- envelope. Mail payment and voucher 925-V by Friday, February 20, 2026 to the following address:

Metropolitan Water Reclamation District Lockbox 95089 Chicago, IL 60694-5089

REMINDER: <u>DO NOT SEND</u> your RD-925, User Charge Annual Certified Statement (and supporting documents) to the Lockbox address listed above. RD-925 forms submitted to the Lockbox will not be considered filed and may incur <u>penalty</u> charges. The above Lockbox address is to be used for payments only and only accepts mail from USPS.

Please detach this portion and return with your payment

925-V Metropolitan Water Reclamation District of Greater Chicago	Payment Voucher			2025 User Charge
	User Account No.	Payment Amount		
Reporting Facility		-	FO	R DISTRICT USE ONLY
Name			P/A:	
			D/D:	
Address			P/D:	
City State Zip Code			Ch:	
City, State, Zip Code			_	
Telephone			Ba:	

Payable to: Metropolitan Water Reclamation District of Greater Chicago

Due Date: February 20, 2026