



**METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO**

925-V
FOR THE YEAR
2019

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 2019 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 Reporting Facility name, address and phone number.

How to Prepare Your Payment

- Make your check or money order payable to "Metropolitan Water Reclamation District" or "MWRD".
- Do not send cash.
- Please indicate your User ID and 2019-925V on the check.

How to Send In Your 2019 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 Thursday, February 20, 2020 to the following address:

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

REMINDER: DO NOT SEND 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 penalty 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		2019 User Charge
	User Account No.	Payment Amount	FOR DISTRICT USE ONLY
Reporting Facility			P/A: _____
Name			D/D: _____
Address			P/D: _____
City, State, Zip Code			Ch: _____
Telephone			Ba: _____

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

Due Date: February 20, 2020