

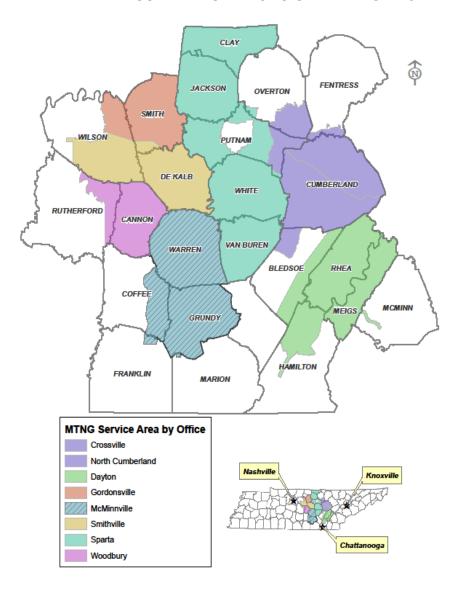






Customer Information Booklet

MIDDLE TENNESSEE NATURAL GAS UTILITY DISTRICT



Reach us throughout the MTNG service area

833-GET-MTNG

833-438-6864



Dear new MTNG customer,

Middle Tennessee Natural Gas Utility District (MTNG) thanks you for choosing us for your home, business and industry energy needs. Natural gas is the most dependable, efficient energy choice, and we greatly appreciate this opportunity to provide our services to you.

We are pleased to present you with our Customer Information Booklet. The booklet provides basic natural gas information along with safety procedures and payment options. Additional important information can be found at www.mtng.com.

On a daily basis, natural gas customers enjoy the comfort and affordability of using natural gas for heating, cooking, water heating, clothes drying, and more. Thank you, again, for choosing MTNG for your natural gas service.

Sincerely,

Michael Davidson
Executive Vice President
& Chief Executive Officer

P.O. Box 670 · 1030 West Broad Street · Smithville, Tennessee 37166 · Telephone: (833) 438-6864

e-mail mtng@mtng.com · website www.mtng.com

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Our Mission

Our mission is to support the growth of the communities we serve by providing safe, reliable, and competitive natural gas service.

Our Commitment

- Meet the needs of our customers with reliable, professional, and quality natural gas service.
- Develop a well-trained, highly skilled, and safety-focused workforce.
- Deliver America's primary energy source at competitive rates.

Our Structure

Middle Tennessee Natural Gas Utility District (Middle Tennessee Natural Gas or MTNG) was created in July 1955 as a non-profit municipal corporation to provide natural gas service to residents, businesses, and industries within its boundaries. MTNG currently serves approximately 70,000 customers in 134 communities in all or portions of 23 Middle and East Tennessee counties.

All corporate powers are vested in and exercised by an eight-member Board of Commissioners who meet monthly on the fourth Wednesday at 1:00 p.m. (CT) in the Smithville Administrative Office, 1030 West Broad Street, Smithville, Tennessee. The Board members serve four-year terms and must reside in their predecessor's county of residence. Vacancies are filled by county mayor appointment as described in *T.C.A.* § 7-82-307. Customers are invited to submit names of qualified persons to be considered for nomination to fill vacancies.

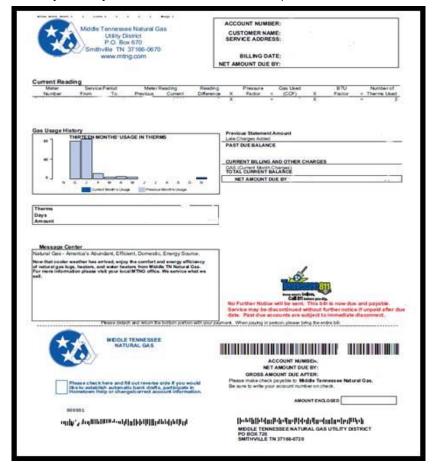
In addition, the Tennessee Public Utilities Commission, the Tennessee Board of Utility Regulation, and Department of Transportation regulate portions of the District's activities.

CUSTOMER SERVICE & PAYMENT POLICIES

PAYMENT POLICY

Bills for natural gas consumed during a billing period are mailed a minimum of 10 days before the due date and are due upon receipt. If paid on or before the due date, the net amount is due. If paying after the due date, the gross amount is due, including a five percent (5%) late fee. If the due date falls on a weekend or holiday, you may pay the net amount through the next business day without being late.

Failure to receive a bill does not excuse payment of the bill. Failure to pay will result in the discontinuance of natural gas service. Additional fees will be charged to restore service, and the deposit amount may be increased. If you have a question about your bill, please call us at 833-GET-MTNG (833-438-6864) during normal business hours, Monday - Friday between 8:00 a.m. and 5:00 p.m.



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TURN-ON FEES AND DEPOSITS

A turn-on fee is required on all accounts. A security deposit will be required from customers with unsatisfactory credit reports or histories. After two years of satisfactory payment history, deposits will be credited to bills. No interest is paid on deposits.

PAYMENT OPTIONS

- AUTOMATED BANK DRAFT
- AUTOMATED PAY BY PHONE
- BY MAIL
- ELECTRONIC PAYMENT BY BANK
- IN-PERSON AT OUR OFFICES
- ONLINE ONE-TIME & RECURRING PAYMENTS
- PAYMENT OVER THE PHONE DURING BUSINESS HOURS
- WIRE TRANSFER / ACH PAYMENTS

For more information on any of our payment options, please call us at 833-GET-MTNG (833-438-6864); visit our website at www.mtng.com; or stop by your local MTNG office.

Our drive-thru and lobby are open Monday through Friday from 8:00 am to 5:00 pm. Outside of our regular business hours, you may drop your payment off at our after-hours depository located at the drive-thru window.

LEVELIZED BILLING PROGRAM

With Levelized Billing, MTNG recalculates your payment each month based on your last 12 months of usage. This rolling average somewhat

offsets cold weather in winter with the milder weather of our spring through fall months.

Your Levelized Billing payment varies some each month to reflect your usage average. Customers who remain on the program for a minimum of 12 months benefit the most from Levelized Billing.



To enroll in the Levelized Billing Program, you must have an account in good standing with no outstanding balance for at least 12 months. If you would like to take advantage of the Levelized Billing Program, please contact us at 833-GET-MTNG (833-438-6864).

SENIOR NET PROGRAM

The Senior Net Program is for senior customers who receive retirement, disability, survivor's benefit from social security, Veterans Administration Pension, etc., and receive their monthly income too late to avoid paying the gross amount of their bill.

To qualify for the Senior Net Program, you must be a residential customer and head of your household, have a satisfactory pay rating, and receive your monthly income too late to avoid paying the gross amount of your bill. Complete a Senior Net Program Application certifying that you need the fixed income to pay your monthly gas bill.

Once approved, you will only pay the net amount of your bill. However, this program does not prevent disconnection of service if you do not pay your bill monthly. Contact us at 833-GET-MTNG (833-438-6864) for questions concerning this program. The application can be printed from our website at www.mtng.com.

More information concerning your bill, such as natural gas usage, cost comparisons, safety, and customer services can be found at

www.mtng.com

From our website, you have access to current news, press releases, appliance information, job openings and a "Contact Us" section to submit suggestions and questions. Please stay connected with us to help us better serve you.



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FREQUENTLY ASKED QUESTIONS

What are your office hours for the lobby and drive-thru?

Monday through Friday from 8:00 am to 5:00 pm.

How do I sign up for bank draft?

It's easy! Just check the box on the front of your bill, then follow the directions on the back. Information about all of your payment options is in the **Billing** section on our website at www.mtng.com.

When will you shut off for non-payment?

If you miss a payment and need to make payment arrangements, please contact us. We will make every effort to work with you.

Will my deposit transfer with my service if I move from one rental property to another?

Yes. Just call us to complete the paperwork.

How will I identify an MTNG technician at my home or business?

MTNG employees are always in MTNG uniform and drive MTNG vehicles.

Why do I see MTNG or other MTNG contractors on my property?

There might be several reasons you will see MTNG field personnel or contracted technicians. We perform periodic inspections and maintenance of equipment (the meter and pipeline). We also occasionally might need to be on your property while locating pipeline; as requested by you, your neighbor or another utility.

I have only a gas heater for MTNG service. Can I turn my pilots off in the summer and back on when it gets cold?

Yes, of course. Just call us at 833-GET-MTNG (833-438-6864) when you want to turn your pilot lights off, then call again to schedule your "Light Up" before the weather turns cold again.

What are your most popular appliances?

Water heaters are our most popular. We invite you to check out all our natural gas appliances. We finance, install, and service everything we sell.

Lots more great information can be found on our website at www.mtng.com

NATURAL GAS FACTS

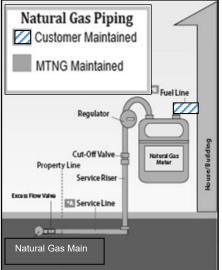
MTNG focuses on safety in all aspects of our mission to provide safe, reliable and competitive natural gas service. Natural gas is lighter than air, non-toxic, and contains no poisonous ingredients. It will not burn by itself, making natural gas a very safe energy source. Understanding and following these safety procedures will help to keep you and your family safe.

CUSTOMER OWNED LINES

All gas pipe beyond the outlet side of the gas meter is called the fuel

line system and belongs to the

customer.



As the customer, you are responsible for any needed maintenance and operation of the fuel line system. Because MTNG does not own the gas line beyond the gas meter, we do not routinely maintain or locate fuel line piping.

you have questions concerns, contact MTNG or a gas HVAC qualified natural contractor pertaining to your fuel line system.

CUSTOMER OWNED BURIED FUEL LINES

Always exercise diligence regarding underground or buried gas piping. Buried pipe may be subject to leakage or corrosion and could potentially be subject to hazards if not maintained.

Buried gas piping should be:

- Periodically inspected for leaks;
- Periodically inspected for corrosion if the piping is metallic;
- · Repaired if any unsafe condition is discovered, or the flow of gas should be shut off; and
- · Before digging or disturbing the earth, the piping should be located and marked. All excavating near the pipe must be done by hand.

Whether it is MTNG or customer maintained piping, feel free to call us (833-438-6864) 833-GET-MTNG or visit our website www.mtng.com for more information.

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RECOGNIZING NATURAL GAS HAZARDS

Natural gas incidents are uncommon. Even so, please take a few minutes to learn how to recognize and react to a natural gas leak.

RECOGNIZE LEAK SIGNS

- A smell like rotten eggs or sulfur, the distinct odor added to natural gas.
- A hissing sound near a natural gas pipeline, appliance or meter.
- The sight of blowing dirt, bubbling water, dry spots in moist areas, dead vegetation or exposed pipe.

REACT IMMEDIATELY

INSIDE If odor is faint inside your home or business, investigate immediately.

If the source of the odor cannot be located and corrected, there is a strong and persistent odor of gas or if you hear a hissing sound of escaping gas, follow the LEAK REACT STEPS

OUTSIDE If you smell or detect natural gas outside, call us at **833-GET-MTNG** (833-438-6864) immediately.

RESPONSE FROM MTNG

MTNG will come to your home or

business and conduct a thorough leak inspection at no charge to you. For this service, please contact us at:

833-GET-MTNG (833-438-6864)

LEAK REACT STEPS

- 1. Get everyone out of the building immediately.
- 2. DO NOT operate any electrical switches, appliance controls, or pull any plugs from outlets.
- 3. **DO NOT** use the telephone in the building.
- 4. Leave the door open.
- 5. Use a neighbor's phone or your cell phone outside of the building to call MTNG
- 6. Avoid any type of open flame or spark.
- 7. (Optional) If surroundings are safe, close the shut-off valve at the gas meter. Do not turn back on.
- 8. Wait for MTNG to arrive & inspect.



FLAMMABLES AND APPLIANCES DO NOT MIX

FOR YOUR SAFETY, DO NOT use or store flammable products such as gasoline, solvents, or adhesives in the same room or area near the water heater or any other gas appliances.

WATER TEMPERATURES OVER 125°F CAN CAUSE SEVERE BURNS INSTANTLY FROM SCALDS.

Children, the disabled, and the elderly are at the highest risk of being scalded. See the Owner's Manual before setting the temperature on the water heater.

Feel water before bathing or showering. Temperature limiting valves are available. See the water heater Owner's Manual for more details.

CARBON MONOXIDE

Carbon monoxide is an odorless, tasteless, non-visible gas that can be formed when fuels like charcoal, coal, gasoline, kerosene, natural gas, oil, propane, or wood are burned without a sufficient supply of air.

Carbon monoxide can be produced when appliances are not properly installed, maintained or used; vent pipes or combustion air openings become plugged with debris; vent pipes have gaps, leaks, spaces, or rust-through spots; or when appliances are improperly vented.

When exposed to carbon monoxide poisons, there is a risk of asphyxiation causing loss of consciousness or death. Symptoms may include headaches, dizziness, and nausea.

The **best prevention** for carbon monoxide problems is to have appliances installed properly and periodically inspected. Call MTNG for a free annual safety inspection.



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CALL 811 BEFORE YOU DIG

IT'S FREE, IT'S EASY AND IT'S THE LAW!



Tennessee 811 (www.TN811.com) is the underground utility notification service center for Tennessee.

Before any digging or activity that disturbs the earth, whether it is a demolition, building an addition, laying a patio, landscaping, tree-trimming, planting a garden, or digging a post-hole for a mailbox, please always:

CALL 811 at least 3 business days in advance of starting your project.

When you contact 811 in advance, all buried pipes may be located and marked for you at no charge. Digging in the vicinity of piping should be carefully done by hand. Follow these steps to prevent personal injury, expensive repairs, and disruption of service for you and your neighbors:

- 1. Call or Click. Call 811 or submit an e-ticket at TN811.com.
- 2. **Wait for utilities' markings**. It may take up to 72 hours for your worksite to be marked.
- 3. **Respect the markings.** Natural gas lines will be marked with yellow paint and flags.
- 4. **Dig with care.** The "safe dig zone" requires using hand tools within 24 inches each side of a buried utility line.

It is Tennessee law to notify TN 811, and failure to call imposes civil penalties up to \$15,000. This is in addition to the actual damages, including repair and lost gas, for those who damage underground utilities without making proper notification for line location.

If a gas main or service line is exposed during digging, call MTNG immediately. Proper attention to exposed pipe will prevent future problems.

APPLIANCES

Today's energy-efficient natural gas appliances provide comfort, economy, reliability, convenience, easy installation and quality performance. You can trust certified natural gas appliances for safety and durability.

Each MTNG location offers several different brands and models to help you with your appliance needs. MTNG sells, installs and services a full line of safe, efficient natural gas appliances. All appliance purchases from MTNG include standard installation charges. Additional charges may apply on certain installations. Flexible financing options are available including incremental payments for 24 months on water heater purchases for approved customers.

SERVICE CALLS AND REPAIR POLICIES

MTNG will make prompt service calls on customer appliances. Those service requests requiring immediate attention will be answered as soon as possible. Those of a less urgent nature will be answered on a scheduled basis according to workload. Service requests involving equipment and appliances installed by MTNG will be given priority.

When an appliance is not operating, every effort will be made to answer the call promptly and, in most circumstances, during regular business hours on the same day. On gas appliances purchased from MTNG, should repair work be required, parts needed to complete the repair will be ordered from the manufacturer and installed if the customer desires. There is, however, a charge for parts and labor.

NO-CHARGE SERVICES

In general, it is the policy of MTNG to provide the following services at no additional cost to the customer:

- · Check for natural gas leaks
- . Installation of gas meters (meter set)
- Seasonal lighting and safety inspection of gas heating equipment (once per year)
- Conversion of certain gas appliance burners (if customer provides conversion kit)
- Service calls to diagnose appliance problems, excluding Central Heating and Air Units
- Gaslight turn-on and relighting (paint, mantle replacement and glass). Disconnection of residential appliances (Disconnect and cap existing pipe only. Pipe removal will be charged to customer.)
- Meter turn-off

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CUSTOMER SERVICE EVALUATIONS

Customer satisfaction is very important to us. After a service call or installation, you may receive a card in the mail requesting a rating of our services performed.

MTNG consistently earns a 98% or better Good-to-Excellent rating from our customers. If a customer responds that our service was less than satisfactory, we will make every effort to address their concerns.

ENGINEERING & INDUSTRIAL SERVICES

RESIDENTIAL MAIN & SERVICE EXTENSION POLICIES

Middle Tennessee Natural Gas will generally extend up to 400 feet of the main line to serve a residential customer. If the total main line footage per customer exceeds 400 feet, or the estimated installation costs are excessive, the customer(s) may secure service by paying the excess installation cost and/or entering into a Gas Line Reimbursement Agreement. The Agreement provides that, within specific guidelines, MTNG will reimburse the customer(s) making payment for additional customers added to the same line within a three (3) year period. In general, MTNG will extend up to 300 feet of service line to serve a residential customer.

NEW HOME/APARTMENT PROGRAM

Licensed builders or homeowners building on their own premises can receive a **New Home Builder Credit** to purchase a 30, 40, 50, or 75 gallon tank water heater, or any tankless water heater, provided the new home uses natural gas as the primary heating source.

To qualify for this program, you must be a licensed contractor or a homeowner building on your own premises.

For additional information, contact your local MTNG office.

INDUSTRIAL / LARGE COMMERCIAL

Call our Area Superintendent for the local service area for:

- Billing information
- Turn-on charge information
- To schedule installation of service lines and meter sets

Call our Engineering Department at 833-GET-MTNG (833-438-6864) for:

- Technical assistance
- Current large customer rate information
- Large volume gas availability information
- Gas cooling or co-generation assistance

USING NATURAL GAS WISELY

- ♦ You can conserve energy and keep utility bills lower by properly adjusting your thermostat. In the winter months, 68°F is recommended for daytime temperatures. At night, or when you are away for extended periods, 55°F is recommended. During the heat of summer, 78°F is the recommended setting.
- ♦ Set your water heater at 120°F to save up to 11% on waterheating costs. However, manufacturers of laundry and dishwashing equipment usually recommend a setting of 140°F for best results.
- Insulate your water heater tank and pipes. Install a fiberglass insulation jacket around your water heater if it is located in a cold location and you could save up to 15% on your water heating costs. Do not cover air inlets, valves, faucets, controls, or pipes at the bottom or the top near the exhaust vent.
- Inspect your furnace filter at least once a month and clean or replace it as needed. Dust and lint in your filter can restrict the airflow resulting in energy inefficiency.
- ♦ Close the fireplace damper when not in use and minimize the use of a vented fireplace, especially when outside temperatures are below 50°F
- Replace leaky washers in water faucets. Operate dishwashers, clothes washers, and clothes dryers with full loads.
- Open shades and curtains on sunny days during cold weather to let the sun shine in your windows. Be sure to close curtains at night to help keep colder air from entering your home.
- Apply weather stripping and caulk on doors, windows, and attic hatches. Install storm windows and doors where practical. Using inexpensive plastic sheets affixed to the windows will achieve similar results.
- ♦ Insulate ceilings, floors, and outside walls.
- Consider investing in a programmable thermostat. Programmable thermostats will let you program different heating and cooling schedules for days and nights. During the winter, for every degree you lower your thermostat, you could save between 1 - 3 % on your heating bill.

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RULES AND REGULATIONS

- 1. At its own expense, MTNG will install and maintain all materials necessary to furnish gas service to the customer, including tap, service line piping, pressure regulator, meter, and necessary fittings. In general, service line piping up to 300 feet as measured from the customer's property line to the meter set is furnished by MTNG for customers with a required sufficient connected load. Sufficient connected load is defined as appliances that use natural gas for primary home heating (central systems or vented space heaters) or other appliances that provide year-round use (water heater, range, or clothes dryer). For such installations in excess of 300 feet, the customer must pay for every foot in excess of 300 feet. For installations that do not provide sufficient connected load, the customer must pay the current per foot excess charge for the entire length of the service line. The entire service line, regardless of length, shall be the property of MTNG.
- 2. Customer is responsible for damage to any gas meter or equipment belonging to MTNG placed on the premises occupied by the customer and will immediately be responsible for all costs of repairing or replacing it. A customer who has damaged MTNG equipment or tampered with the lock on a meter set may be refused service or charged an increased deposit.
- Customer will use gas supplied through MTNG meter only. The customer's use of other metering devices or bypassing equipment and tampering with or adjustments of MTNG owned metering facilities are prohibited and punishable by law.
- 4. If the meter fails to register gas consumption in whole or in part, the customer will pay such a reasonable sum as is ascertained to be due for the period involved.
- 5. MTNG employees or its authorized agents shall have access to customer's premises at all reasonable times for checking, reading, servicing, disconnecting the meter, shutting off gas, and for such other purposes as MTNG may deem advisable to protect its interest and safety to the public.
- The customer shall be liable and pay for all gas passing through the meter until it is turned off. When termination of service is requested, the customer must ensure that MTNG receives written or verbal notice at least two days before the desired date of termination.
- 7. Tampering with a natural gas service line, meter, or bypassing the meter will not be tolerated. Any such occurrences may be prosecuted to the fullest extent of the law.

- 8. The customer is entitled to pay the net amount of the bill if paid on or before the due date. A five percent (5%) late fee is also due if paid after the due date. Failure to pay will result in service being discontinued. If gas service is terminated for non-payment, the customer must pay all outstanding balances, collection fees, and turn-on charges. In addition, a deposit may also be required before service is re-established.
- 9. When an unpaid account is placed with an attorney or collection agency, the customer shall pay all attorney fees and court costs.

CUSTOMER COMPLAINT RESOLUTION

MTNG follows adopted guidelines for resolving customer complaints. Complaints should be made at your local office. Depending on the type of complaint, the Customer Service Representative or Superintendent of the area office will assist you in resolving the matter.

When a Customer Service Representative or Area Superintendent receives a complaint that they are not authorized or unable to resolve, your complaint will be forwarded through the supervisory chain of command to the Chief Executive Officer, if necessary. Your complaint will receive prompt attention with a goal of resolution within thirty (30) days from the time the Chief Executive Officer receives it.

If you wish to appeal the decision of the Chief Executive Officer, you may request a hearing before the MTNG Board of Commissioners. You will be informed of the date and time for the review hearing in Smithville, Tennessee.

A dissatisfied customer may request a review of the Board's decision upon a written request filed with the Tennessee Board of Utility Regulation (TBOUR) within thirty (30) days. Judicial review is available from TBOUR's decision by filing a Writ of Certiorari with the proper court in DeKalb County, Tennessee.

POLICY REVISIONS

The policies, procedures, rules, and regulations written in this Customer Information Booklet are subject to revision. Most policy changes will be relayed via MTNG customer newsletter and on the website at www.mtng.com. The customer will observe all the policies, procedures, rules, and regulations that are now and may be hereafter prescribed by Middle Tennessee Natural Gas Utility District.

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PROJECT HOMETOWN HELP

MTNG offers a voluntary program designed to improve the quality of life in the communities it serves, known as Project Hometown Help.

"Round up" on your bill to participate. Community-minded customers who participate in the program will find an automatic bill round-up to the next highest whole dollar amount. This calculation will be shown on the bill as Hometown Help. The funds collected in this method will be used as authorized by law to:

- Advance education
- Assist economic development
- Promote local charities
- Provide relief to disabled and elderly for payment of natural gas bills

All funds collected are disbursed under the guidance of the Board of Commissioners of Middle Tennessee Natural Gas Utility District. The average customer contributes six dollars per year through this program. Participation is not mandatory. Customers may opt-in to or opt-out of this program at any time by contacting us at:

833-GET-MTNG or online at www.mtng.com.

We value your business.

- We will strive to communicate with you in a timely manner if we must affect natural gas service for maintenance or emergency.
- We finance, install and service every appliance we sell, and appreciate your feedback letting us know how we are doing.
- We are eager to serve you in person, on the phone or by email.

Thank you for being an MTNG customer!



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