



# Liberty Utilities®

EMPIRE DISTRICT

## CUSTOMER HANDBOOK

### WELCOME

■ Thank you for establishing service with Liberty-Empire.

Liberty Utilities Co. owns and operates regulated water, wastewater, natural gas and electric transmission and distribution utilities in 12 states, delivering responsive and reliable essential services to over 750,000 customers across the United States. With a local approach to management, service and support, we deliver efficient, dependable services to meet the needs of our customers. Liberty Utilities provides a superior customer experience through walk-in customer centers, locally focused conservation and energy efficiency initiatives, and programs for businesses and residential customers. We measure our performance in terms of service reliability, an enjoyable customer experience, and an unwavering dedication to public and workplace safety. Liberty Utilities currently operates in Arizona, Arkansas, California, Georgia, Illinois, Iowa, Kansas, Massachusetts, Missouri, New Hampshire, Oklahoma and Texas. For more information, please visit [www.LibertyUtilities.com](http://www.LibertyUtilities.com).

Liberty Utilities – Empire District, Joplin, Missouri, is headquarters for the Company’s Central Region, providing electric, natural gas, water, and wastewater service to nearly 320,000 customers across six states. For more information regarding services in the Empire area, visit [www.empiredistrict.com](http://www.empiredistrict.com).

Copies of price schedules and general rules and regulations are available at [www.empiredistrict.com](http://www.empiredistrict.com). **This booklet is being provided in accordance with state commission rules.**

### HOW TO REACH US

Our Contact Center is available for routine service requests and inquiries from 7 a.m. to 7 p.m., Monday through Friday, by calling:

**800-206-2300**

### ACCESSING YOUR ACCOUNT INFORMATION

You may also access information about your account by visiting our website, [www.empiredistrict.com](http://www.empiredistrict.com), and signing on to **MyAccount**. **MyAccount** offers the easiest way to view your Liberty-Empire account from anywhere. Simply follow the easy tips to register. Instantly you can begin accessing your Liberty-Empire account information.

**MyAccount** offers a variety of tools to better understand your usage and account.

- **MyStatements** – Examine your current Liberty-Empire bill at any time, plus view previous bills to compare each month.
- **MyPayments** – You can view account payment history over the previous 12 months.
- **MyUsage** – View and track your usage over the past 12 or 24 months. You can see monthly meter readings to compare usage month to month.
- **MyEbill** – You can select to receive your monthly Liberty-Empire statement notification via secure email. No longer wait to receive a paper bill, instead you can instantly see your monthly charge through MyAccount.

### STARTING & TRANSFERRING SERVICE

You can start new service or transfer your current service to another location by either calling our Contact Center at 800-206-2300 or completing a request form available on our website, [www.empiredistrict.com](http://www.empiredistrict.com). Simply click on the **Customer Service** tab and select **Customer Service Forms**.

Contact us at least two business days in advance to schedule the start of your service; this does not include weekends or holidays. Identification may be required.

A deposit or other guarantee may be required for customers who have unsatisfactory or insufficient credit, in cases where tampering or diversion has occurred, or when there is a history of delinquency. Deposits may be billed in installments in some cases. A residential deposit, plus interest, will be returned when:

- You establish a suitable credit history; or
- Your service is discontinued, and the amount of your deposit is greater than the balance due Liberty-Empire.

### STOPPING SERVICE

If you need to discontinue your service, you can call our Contact Center at 800-206-2300 or complete a request form available on our website, [www.empiredistrict.com](http://www.empiredistrict.com). Simply click on the **Customer Service** tab and select **Customer Service Forms**. Contact us at least two business days in advance and provide a final bill mailing address.

### SPECIAL PROGRAMS

#### E.A.S.E.

Liberty-Empire’s Action to Support the Elderly is designed to lift the burden of worry from customers age 60 and older and/or handicapped customers. For those who qualify, deposits and late penalties may be waived,

due dates can be adjusted, and third-party notification is available when accounts become delinquent.

### PROJECT HELP

Project Help is an assistance program created to meet emergency energy-related expenses of elderly and/or disabled customers. Project Help is funded through voluntary donations. To donate, simply add \$1.00 to your monthly payment or visit our website and click on **Customer Service**, **Customer Assistance** for more information. All donations are tax deductible.

### BILL PAYMENT OPTIONS

#### PAY BY MAIL

Return envelopes are included with your monthly bill. When paying by mail, allow at least five days for delivery and posting.

#### AUTOPAY

When you choose Autopay, your payment is automatically deducted from your bank account. Your monthly bill will show the exact amount and date your bank account will be debited.

#### AVERAGE PAYMENT PLAN (APP)

APP calculates your expected annual charges and divides them into equal monthly payments.

#### FLEXIBLE DUE DATE

If you participate in APP or Autopay, you may select your scheduled due date from a list of options.

#### PAY BY PHONE/PAY ONLINE

Phone in your payment by calling 888-631-8973 and following the prompts, or you can pay online at [www.empiredistrict.com](http://www.empiredistrict.com). This feature utilizes an independent service which allows you to pay using a credit or debit card or electronic check. A fee is charged by our independent provider.

#### PAY IN PERSON

You may pay in person at any of our payment locations. For a list of locations near you, visit [www.empiredistrict.com](http://www.empiredistrict.com) or call 800-206-2300. A fee may be charged by our independent providers.

## UNDERSTANDING YOUR BILLING CHARGES

### CUSTOMER CHARGE

A fixed monthly charge to cover costs to meter and bill your account and provide customer service.

### USAGE CHARGE

The portion billed for the kilowatt hours of electricity or thousands of gallons of water used.

### FUEL CHARGE OR ENERGY COST

For Missouri electric customers, the difference in cost between the fuel and purchased power costs factored into rates and the actual costs.

For Kansas, Oklahoma, and Arkansas electric customers, the actual fuel and purchased power costs.

### FRANCHISE FEE

A tax levied by local municipalities which Liberty-Empire collects and passes on to those respective cities. Applicable state and local taxes are also charged.

## HOW TO READ YOUR ELECTRIC METER

Some of the hands on the dial of your meter move in a clockwise fashion, while others move counterclockwise. All move from the lowest number to the highest. To read your meter, simply write down the number where the dial is pointing. When the hand is between numbers, use the smaller number.



This meter reads: **3156**

Liberty-Empire also utilizes digital meters. Their readout is much like a car odometer.

## HOW TO READ YOUR WATER METER

Generally, outdoor meters should not be opened, as they are sometimes difficult to re-seal properly. If you want to read your meter, you will find a numerical odometer type meter (similar to the device that records miles traveled in a car). The odometer-type meter readings show the Gallons used with a series of numbers in a small window. You can calculate the difference between readings to determine the number of gallons used. Your bill shows usage in terms of gallons.



This illustration depicts an odometer-type meter with a reading of **2560.00 gallons**.

## ESTIMATED METER READING

Liberty-Empire tries to read each customer's meter each month. However, sometimes it is not possible and estimations must be made. Any variation between a customer's actual usage and the estimated usage will be corrected the next time the meter is read.

## DISCONNECTION/RECONNECTION OF SERVICE

Your Liberty-Empire bill is due upon receipt and a delinquent date appears on your monthly statement.

To avoid service interruption, call immediately if you cannot pay your bill on time, if you receive a disconnection notice, or if there is any problem with your bill.

If you find you cannot pay your entire bill, please contact us for a mutually agreeable installment plan.

Although we do not routinely disconnect service without advance notice, there are times when we must for health, safety, emergency, or maintenance reasons,

or when someone has tampered with our equipment.

We will turn your service back on after the cause for the disconnection has been corrected. Service will be restored the same day, if possible, but no later than the next working day.

## CUSTOMER INQUIRIES

If you have any questions or concerns about your bill, please call 800-206-2300. We will work to find a solution to your concerns. If you are not satisfied with the resolution we offer, you may contact:

### FOR MISSOURI CUSTOMERS

**Missouri Public Service Commission**

PO Box 360 • Jefferson City, MO 65102  
800-392-4211

**Office of Public Counsel**

PO Box 7800 • Jefferson City, MO 65102  
573-751-4857 • 866-922-2959

### FOR KANSAS CUSTOMERS

**Kansas Corporation Commission**

1500 Arrowhead Rd • Topeka, KS 66604-4027  
800-662-0027

### FOR OKLAHOMA CUSTOMERS

**Oklahoma Corporation Commission**

PO Box 52000 • Oklahoma City, OK 73152-2000  
800-522-8154

### FOR ARKANSAS CUSTOMERS

**Arkansas Public Service Commission**

PO Box 400 • Little Rock, AR 72203  
800-482-1164

## REPORTING WATER LEAKS

Water customers who experience increased usage due to a water leak should contact Liberty-Empire at 800-206-2300.

## REPORTING AN OUTAGE

You can report your interruption in service to Liberty-Empire a variety of ways. You can utilize our automated system by calling 800-206-2300. If you are calling from your home phone and have provided this number, our system will verify your address and log your outage. If you have not provided your home phone or are calling from another number, you will need your account number, meter number or Social Security number to enter your outage.

From our website Outage Center, report your outage by logging into your MyAccount.

## ENERGY EFFICIENCY

Liberty-Empire offers a variety of energy efficiency tips and rebates for both residential and commercial customers. Click on the **Smart Energy Solutions** tab on our website for program details and tips specific for your home.

## CALL BEFORE YOU DIG

Before you plant a tree or build a fence, make sure you know where your underground utilities are located. Liberty-Empire encourages customers to dial 811, the nationwide one call system, or their state one call system:

**ARKANSAS**  
800-482-8998

**MISSOURI**  
800-DIG-RITE  
(800-344-7483)

**KANSAS**  
800-DIG-SAFE  
(800-344-7233)

**OKLAHOMA**  
800-522-OKIE  
(800-522-6543)

This is a free service provided by Liberty-Empire and other local utilities. This single call allows customers to avoid the possibility of a serious injury or expense of repair costs for damaged utilities.