



Kansas Gas Service Transportation Checklist

1. Determine if you qualify (800 Mcf annual minimum).
 - a. Combine the usages from your contiguous natural gas meters from your most recent gas bills, or
 - b. You can find your account number on your natural gas bill and send an email request to bdevelop@kansasgasservice.com to determine if your account qualifies. Please include your name and phone number for verification.
2. Compare and select a marketer.
 - a. Each marketer will typically ask to see your natural gas usage requirements by month so they can prepare a quotation for your business. Marketers offer a variety of pricing packages to supply your natural gas. You may be offered an index (floating) price or a fixed price agreement for different time periods.
 - b. Your marketer will provide daily deliveries to the local Kansas Gas Service town border station. At the end of each month Kansas Gas Service balances your account by calculating the difference between these deliveries and your actual consumption. Small imbalances are corrected in the next month. Large imbalances can result in a cash-out charge or credit - your marketer normally provides aggregation and these cash-out charges will be billed to the marketer. Questions regarding imbalances or aggregation should be directed to your marketer and addressed in your contract.
 - c. During peak winter conditions, Kansas Gas Service may issue an Operational Flow Order (OFO) that requires your delivery to be in balance each day to avoid penalties. Meters that use more than 1,500 Mcf in a single month must be electronically metered (the Electronic Flow Measurement or EFM metering requirements and costs are provided on the Kansas Gas Service website under tariffs). Smaller meters are assigned a predetermined delivery amount (Required Daily Quantity or RDQ) for a peak day and are not subject to penalty if their marketer delivers that amount for the meter each day during an OFO period. Your marketer should provide further information on OFO's, balancing deliveries, and RDQ's.

3. Determine which Kansas Gas Service rate you would be served under-
 - a. Over 800 Mcf in twelve months – Small Transportation Service (available all communities)
 - b. Over 1,500 Mcf in a single month – Large Volume Transportation Service (LVTK [k-system] or LVTt [t-system] – use the Kansas Gas Service website to see community lists)
4. Calculate your total transportation costs including-
 - a. Kansas Gas Service transportation charges (including all applicable adjustments and taxes)
 - b. Estimated marketer costs (natural gas costs plus any other adjustments or fees)
 - c. EFM metering costs if applicable
 - to determine your estimated savings under transportation service.
5. Complete a transportation affidavit (available on the Kansas Gas Service website) and execute an agreement with your marketer. Lengths of contract period and other minimum requirements may vary.
6. Your marketer will submit your natural gas transportation request and a Kansas Gas Service Representative will contact you to verify your information. Kansas Gas Service will determine the number of requests that can be processed each month and will work with your marketer to move your account to transportation service as soon as possible.
7. Specific rules and requirements related to natural gas transportation are contained within Section 10 and 11 of the Kansas Gas Service General Terms and Conditions (available on the Kansas Gas Service website).
8. If you have additional questions on natural gas transportation, contact your Business Development representative (listing available on the Kansas Gas Service website).