



ACH Electronic Debit/Credit Authorization Form

This form is authorization for the Nation's Capital to secure Troop bank account information for the purposes of electronically sending reimbursements and collecting scheduled payments. This form is to be completed by a Troop Leader and signer on the Troop bank account as well as the Service Unit Money Manager. This form should be submitted by the Service Unit Money Manager to the Nation's Capital Finance Department*. A copy of this form should be retained by the Troop, Service Unit Money Manager, and the Nation's Capital Finance Department.

A voided check MUST be attached to this form for verification purposes if not previously provided. *This form must be submitted by Oct 1 for the Fall Product Sale and Jan 1 for the Cookie Program.

TROOP INFORMATION

Association: _____ Service Unit: _____ Troop: _____ Program Level: _____
Troop Leader: _____ Signer on Troop bank account?: Yes/No/Unsure
Phone: _____ Email: _____ / /
Troop Money Manager: _____ Signer on Troop bank account?: Yes/No/Unsure
Phone: _____ Email: _____ / /

TROOP BANK ACCOUNT INFORMATION Please check this box if this information has not changed from the previous year

Financial Institution Name: _____ Troop Name on Account: _____
Routing Number: _____ Account Number: _____

Note: A voided check MUST be attached to this form unless the Troop bank account information has not changed from previous ACH documentation.

Please list any additional signers on the Troop bank account other than those noted above and the Service Unit Money Manager:

Name: _____ Position: _____ Email: _____ Phone: _____
Name: _____ Position: _____ Email: _____ Phone: _____

- The Troop acknowledges and agrees to authorize the Nation's Capital Council to initiate credit and/or debit transactions associated with payments or reimbursements from the Troop bank account in accordance with program guidelines.
- ACH transactions may occur to verify bank account information, accommodate payment plans, collect scheduled payments, and send reimbursements or proceeds.
- The Troop is responsible for the timely deposit of all collected funds in Troop account to ensure adequate resources to cover all scheduled debits.
- The Troop will be responsible for all NSF (non-sufficient funds) fees levied by their bank resulting from rejected transactions.
- The Troop expressly authorizes Nation's Capital Council to repeat any fails for any reason.
- The Troop must notify Council in accordance with the procedures set forth to delay or reduce any scheduled payment.
- The Troop agrees to notify Council and submit a new ACH Electronic Debit/Credit Authorization Form within 5 days of any Troop bank account change or in accordance with the procedures set forth by the program initiating the transaction.

Troop Leader Signature: _____ Date: _____
Troop Money Manager Signature: _____ Date: _____
Service Unit Money Manager Signature: _____ Date: _____

To Be Completed by Service Unit Money Manager

I can confirm that all information provided in this form is true and accurate to the best of my knowledge. I will work with the Troop to ensure there are sufficient funds in the Troop account to cover scheduled debits and help to identify and confirm any proceeds sent from Nation's Capital Council.

Signature: _____ Date: _____

Service Unit: _____ Service Unit Money Manager: _____

Phone: _____ Email: _____ Signer on Troop bank account?: Yes/No/Unsure

Once completed, please send the original white copy of this form to Nation's Capital Council: / /

*Girl Scout Council of the Nation's Capital
Attn: Finance Department
4301 Connecticut Ave NW
Washington, DC 20008*