



Troop or Volunteer Group  
Bank Account Information & Product  
Sale Payment Agreement  
**(Must be submitted before participation in  
Fall Product or Cookie Sale Program)**

This form is to be completed and submitted to council staff:

1. when opening a new account;
2. when signers on the account change;
3. each year with the Annual Troop/Group Financial Report which is due June 15<sup>th</sup>; and
4. as requested by designated council staff.

Date \_\_\_\_\_

SU # (3 digits) \_\_\_\_\_ Troop # (5 digits) \_\_\_\_\_

OR Volunteer Group Name \_\_\_\_\_

Leader: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Bank/Branch: \_\_\_\_\_ / \_\_\_\_\_

Routing # \_\_\_\_\_

Account # \_\_\_\_\_ Type:  Checking  Savings

Who has any troop bank ATM/Debit cards? \_\_\_\_\_

**Product Sales Payment Agreement**

All product sales collection transactions between the council bank account and troop bank accounts will be done by ACH (Automatic Clearing House.) ACH is a nationwide electronic funds transfer network which enables banks to distribute electronic charges to bank accounts and to settle such entries. The troop is responsible for depositing all monies into the troop bank account (please see the check policy below) by specified dates provided by the council. Specific dates will include payments for Fall Product Sale Program, and initial/final payments for the Cookie Sale Program.

Please attach a voided troop check, photocopy of a voided troop check or official bank ACH letter to this form. Once received, the troop bank account information will be filed and held on record to be used for future ACH transactions between the council bank account and troop bank accounts. IF the troop bank account information changes for any reason, such as changes in signers on the account, account number, etc., a new Troop/Group Bank Information form must be submitted within two (2) business days.

This authorization must be signed by all authorized check signers for the troop. By signing this agreement, the troop acknowledges and authorizes Girl Scouts of North-Central Alabama to debit or credit the troop bank account for ALL product sales collection transactions between the troop and council accounts.

**Please note: ACH transactions may take 3-5 business days to clear your account once it has been initiated.**

**Signatures on Account – There must be at least two adults on the account who are registered members and approved by the council. Checks can require only one signature.**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_


Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

**GSNCA Check Policies:**

- All checks accepted by the troop must be made payable to: Girl Scout Troop # XXXXX  
Example: Girl Scout Troop #10001
- NO STARTER CHECKS ACCEPTED!
- All checks MUST have the following information on the front of the check:
  - Name & address of account owner **printed** on the check
  - Phone number, including area code, printed or written
  - Driver's license number printed or written

**Attached voided or photocopy of check here:**

ROBERT SAMPLE JOAN SAMPLE 123 MAIN ST. PORTLAND, ME 04101	9999
	Date <u>11/30/2011</u>
Pay to the Order of <u>Sample Check</u>	\$ 158.00
<u>one hundred and fifty eight</u>	<u>00</u> / <u>100</u> Dollars
 <b>Bank</b> America's Most Convenient Bank®	
For <u>SAMPLE</u>	<u>Joan Sample</u> <small>MP</small>
<u>1 23454321</u>	<u>01 23454321</u> 9999
Routing Number	Account Number

Return completed form directly to your Membership and Community Development Manager or mail to: Girl Scouts of North-Central Alabama, ATTN: Registrar, 1515 Sparkman Dr., NW Huntsville, AL 35816. *Forms submitted electronically (email and fax) will not be secure.*