

## ACH Electronic Debit Authorization

Troop/Group # \_\_\_\_\_ Service Unit \_\_\_\_\_

This form authorizes Girl Scouts of Eastern Oklahoma (GSEOK) to process electronic troop payments to council during the annual Fall Product Sale and Cookie Sale. A new form with voided check must be submitted whenever any account information changes.

Troop/group acknowledges and agrees to the following:

- Troop/group is responsible for entering troop bank information into Little Brownie eBudde program as directed, and submitting this form when account is established, prior to any product sale.
- GSEOK will debit the troop/group bank account listed below, in accordance with these outlined procedures and any other information provided at sale time.
- The amount debited will be reflected in the online sales system.
- Troop/group must contact the Product Sales department designee by dates indicated in sales materials if payment amount needs to be reduced due to insufficient funds. Outstanding debt forms, #306F, must be submitted for each family owing money to back up the amount reduced at end of sale, and amounts must be reflected in the girl payment record in the online sales system.
- Troop/group is responsible for depositing sufficient funds to cover these debits and will be responsible for any resulting nonsufficient fund (NSF) charges due to troop/group mishandling.
- Customer checks that are returned due to nonsufficient funds will be handled by NorthStar Technologies. The amount will be deducted from your account and your troop will be refunded upon collection of the check. Authorization form #313F must be submitted to your bank. See form #305T Troop Bank Accounts for more information.
- Troop/group expressly authorizes GSEOK to repeat any debit that fails for any reason.
- Troop/group agrees to work closely with GSEOK to pay all amounts due to council in any manner agreed to by both parties.
- This ACH form should be submitted to the service unit manager at the beginning of the year, or the service unit product sale coordinator at sales training. It must be received by the council prior to the Fall Product Sale/Cookie Sale. Troop/group understands that they may not receive products until this ACH Debit Authorization is received by the council.

This authorization must be signed by an **authorized check signer** for the troop/group.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Position \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Staple VOIDED troop/group check here.**

(not deposit slip)