



Girl Scouts of Southeastern Michigan

Automated Clearing House (ACH) Debit Authorization Form

This form is to be completed by an authorized check signer on the troop's bank account, giving GSSEM permission for Automated Clearing House (ACH) debit transactions for the amount the troop owes to GSSEM for the 2024 Fall Product Program and 2025 Cookie Program.

A scan or copy of a troop check must be uploaded. If your troop doesn't use checks, you may upload a letter from the bank/credit union with the account number and routing number.

ACH Debit Schedule for the Fall Product Program

- Funds must be available in the troop bank account (checks cleared) by **Wednesday, December 4, 2024**.
- Electronic withdrawal of the monies owed to GSSEM for the fall sale will begin on **Monday, December 9, 2024**.
- ACH debits will continue until the balance due to GSSEM has been collected. Bank NSF charges (\$20) incurred by GSSEM will be added to troop's debt for each ACH rejection.
- Refunds (Monies owed to Troop) will be processed on **Friday, December 13, 2024**.
- Please submit an Unpaid Parent/Guardian Account Form for any monies owed to the troop by parents/guardians to the GSSEM finance department by fax to 313-309-1193 or email to gssem-Finance@gssem.org by 4 p.m. on **Monday, December 2, 2024**. The Unpaid Parent/Guardian form can be found on the Forms section of the GSSEM website.

Cookie Program ACH Debit Schedule

- **Initial Order Sweep** - Funds must be available in the troop bank account (checks cleared) by **Monday, February 24, 2025**. Electronic withdrawal of \$2.50 per package for initial order cookies will begin on **Wednesday, February 26, 2025**.
- After the initial order ACH sweep, additional ACH sweep(s) will be done for troops with a balance of \$5,000 or more owed to GSSEM. Troops will be notified at least three (3) business days before the sweep is set to take place. Troops will not be able to get additional cookies from the cookie cupboard until an ACH sweep is completed.
- The remaining balance must be available in the troop bank account (checks cleared) by **Wednesday, April 16, 2025**.
- The remaining balance due to GSSEM will be debited from troop accounts beginning on **Monday, April 21, 2025**.
- ACH debits will continue until balance due to GSSEM has been collected. Bank NSF charges (\$20) incurred by GSSEM will be added to troop debt for each ACH rejection.
- Refunds (Monies owed to Troop) will be processed on **Friday, April 25, 2025**.
- Please submit an Unpaid Parent/Guardian Account Form for any monies owed to the troop by parents/guardians to the GSSEM finance department by fax to 313-309-1193 or email to gssem-Finance@gssem.org by 4 pm on **Monday, April 14, 2025**. This form can be found on the Forms section of the GSSEM website.

ACH Debit Authorization to GSSEM

This form is to be completed by an authorized check signer on the troop’s bank account, giving GSSEM permission for ACH debit transactions for the amount the troop owes to GSSEM for the 2024 Fall Product Program and 2025 Cookie Program. A copy of a troop check must be included. If the troop does not have checks, you must attach a letter from the bank or credit union with the account number and routing number included in the letter.

Please check the GSSEM Product Program(s) the troop will be participating in during the 2024-2025 Membership year:

_____ 2024 Fall Product Program

_____ 2025 Cookie Program

Troop # _____

Staple VOIDED Troop check here (or attach copy).

Deposit slips are not accepted

Authorized check signer acknowledges and agrees that:

- GSSEM will debit the above troop bank account on the dates listed for the full balance due to GSSEM for the Fall Product Program and/or Cookie Program.
- GSSEM will repeat any debit that fails for any reason. GSSEM may also attempt to debit a portion of the amount owed.

Because the girls work so hard to raise money for their troop, GSSEM takes misuse of troop/group funds extremely seriously. If personal use of group monies occurs, GSSEM will begin collection procedures, taking legal action as necessary. Volunteers who misuse funds for which they are responsible will be released from all positions with GSSEM. GSSEM will pursue all available criminal and/or civil charges involving misuse of funds.

To be signed by an authorized signer on the troop bank account:

Signature _____ Date _____

Printed Name _____ Position _____

Address _____

City _____ MI ZIP _____

Phone _____ Email _____