



Girl Scouts of Southeastern Michigan

Product Programs: ACH Debit Authorization Form for Troops

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 2021 Fall Product Program and 2022 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.

Fall Product Program ACH Debit Schedule

- Funds must be available in the troop bank account (checks cleared) by **Tuesday, December 7, 2021.**
- Electronic withdrawal of the monies owed to GSSEM for the Fall Product Program will begin on **Friday, December 10, 2021.**
- 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.
- 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 **Friday, December 3, 2021.** The Unpaid Parent/Guardian form can be found on the Forms section of the GSSEM website.

Cookie Program ACH Debit Schedule

- Funds must be available in the troop bank account (checks cleared) by **Friday, February 25, 2022.** Electronic withdrawal of **\$2.00** per package for initial order cookies will begin on **Monday, February 28, 2022.**
- After the initial ACH sweep, weekly ACH sweeps will be done for troops with a balance of \$5,000 or more owed to GSSEM. Troops will be notified three 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 **Tuesday, April 19, 2022.**
- The remaining balance due to GSSEM will be debited from troop accounts beginning on **Friday, April 22, 2022.**
- 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.
- 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 **Friday, April 15, 2022.** 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 2021 Fall Product Program and 2022 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 indicate which product program you are completing this form for (mark all that apply):

_____ 2021 Fall Product Program (Nuts and Candy)

_____ 2022 Cookie Program

Service Unit # _____ Troop # _____

Staple VOIDED 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 bank account:

Signature _____ Date _____

Printed Name _____ Position _____

Address _____

City _____ MI ZIP _____

Phone _____ Email _____