



ACH Authorization Form

Please submit a completed copy of this form with a bank verification letter or voided check to: GSNWGL, Attn: ACH/Finance, 4693 North Lynndale Drive, Appleton, WI 54913, or FAX to 920.734.1304. Questions? Contact the GSNWGL finance department at 888.747.6945. **IMPORTANT: DO NOT EMAIL** ACH Authorization Forms or bank account information due to potential internet security risks. If forms are emailed, the council is not responsible for fraud.

TROOP #: _____ **SERVICE AREA NAME and #:** _____

BANK INFORMATION:

Name of Bank/Financial Institution: _____ Account Type: Checking Savings

Name of Bank Account: _____
(as it appears on check or bank statement)

Bank City: _____ Bank State: _____ Bank Zip: _____ Bank Phone: _____

Routing Number: _____ Account Number: _____

I have included a verification letter from my bank/financial institution on their letterhead (see example), or a voided check, to verify the account number listed above. (Deposit slips are not acceptable.)

SIGNER INFORMATION:

Primary Name on Account: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

List the signers on the account. A minimum of two signers are required. They must be registered Girl Scout members with a completed background check. Signers cannot be related, married, or partnered.

1. _____

2. _____

Initials:

_____ I authorize Girl Scouts of the Northwestern Great Lakes (GSNWGL) to initiate credit and/or debit entries to the account(s) listed above.

_____ I understand that no personal purchases may be made using the troop account or troop funds.

_____ I understand that theft or intentional misuse of funds may result in criminal charges being filed.

_____ I authorize GSNWGL and any investigation firms it may employ to request and review information from the bank/financial institution including, but not limited to, names of account signers, statements/transaction ledgers, and other information to verify the appropriate use of troop/service area funds.

_____ I will notify the council of any changes to this information by submitting an updated ACH Authorization Form.

_____ I understand this authorization will remain in full force and effect until an authorized signer has submitted in writing the wish to revoke this authorization.

By signing, I agree to the terms outlined above:

Signature: _____ **Date:** _____

**Here's a sample of a bank/financial institution verification letter.
Ensure the bank includes all nine pieces of information on their letterhead.**

- 1 Letterhead/Logo
- 2 Bank/Financial Institution Name & Address
- 3 Date

To GSNWGL, ACH/Finance:

- 4 I attest that _____ and _____
are authorized signers on the account listed below:
- 5 **Account Name:** Girl Scouts of the Northwestern Great Lakes - Troop ####
- 6 **Account Type:** Checking Savings
- 7 **Routing Number:** _____
- 8 **Account Number:** _____

- Sincerely,
- 9 Signature of Bank/Financial Institution Representative & Title