



ACH Form 2010-2011

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENT

How Are Direct Payments Made?

The troop authorizes Girl Scouts of Central Illinois in writing to direct debit payments out of their account. The Girl Scouts of Central Illinois prepares the ACH file for the financial institution prior to the effective date of the payment. The financial institution then transmits the information to the troop account.

How to Enroll for Direct Payment:

1. Read and complete this Authorization Agreement allowing the Girl Scouts of Central Illinois to automatically debit your payment from either your checking or savings account at your bank or financial institution.
2. Return the completed Authorization Agreement with a **voided check or deposit slip attached**, to the Girl Scouts of Central Illinois, attention Finance Department.

GIRL SCOUTS OF CENTRAL ILLINOIS

| | | | | |
|---------------------------------|----------------|----------------|-------|-----|
| Company Name | Street Address | City | State | Zip |
| Girl Scouts of Central Illinois | 3020 Baker Dr | Springfield IL | 62703 | |

TROOP INFORMATION

| | | | |
|---|--------------|----------------|----------------|
| TROOP LEADER NAME | TROOP NUMBER | HOME PHONE # | CELL PHONE # |
| STREET ADDRESS | | City | State Zip |
| | | E-MAIL ADDRESS | |
| TROOP CONTACT NAME (if other than leader) | | Phone # | |

TROOP BANK INFORMATION

| | | | | |
|-----------|---|---|-------|-----|
| Bank Name | Street Address | City | State | Zip |
| Comments: | Account # | Transit Routing # (REQUIRED) | | |
| | <input type="checkbox"/> Checking <input type="checkbox"/> Savings | : _____ : This is found at the bottom of your checks between the markings shown. | | |

I authorize the Girl Scouts of Central Illinois to debit my troop account with the financial institution I have indicated for the amount of sales turned in previously. The financial institution is authorized to debit those payments from account(s) indicated.

Dishonored Item Fee: Account holder will pay a fee to Bank of \$20.00 if the preauthorized transfer is later dishonored.

This authority will remain in effect until I have given 30 days written notice of its termination. I understand that I must give advance notice to allow reasonable time for my instructions to be executed.

Signature _____ Date _____

Office Use Only: Date of file: _____ Dollar Amount \$ _____
 PRODUCT SALE YEAR: _____