



# Authorization Agreement for Direct Payment

## How Are Direct Payments Made?

The troop authorizes Girl Scouts of Central Illinois in writing to directly debit payments out of the troop account. 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 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 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)	
	Checking <input type="checkbox"/> Savings <input type="checkbox"/>	: _____   : _____ This is found at the bottom of your checks between the markings shown.	

I authorize 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: the account holder will pay a fee of \$20.00 to the bank 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: \_\_\_\_\_

Department: Finance	Approved by: CFO
To Be Reviewed: June	Last Reviewed: July 2011
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