



2019 Cookie Program ACH Extension & Discrepancy Form

This form is being completed due to (check box)

- Adjust ACH sweep amount request
- ACH Credit due to NSF Returned Check
- Counterfeit Bills (documentation from bank attached)

Troop money must be available in the troop bank account by dates listed below:

- May 3, 2019 1/3 of initial order & cupboard orders placed through April 27, 2019
(Deadline to submit form to council April 29, 2019)
- May 17, 2019 1/3 of remaining balance of initial order & cupboard orders placed through May 11, 2019
(Deadline to submit form to council May 13, 2019)
- May 31, 2019 FINAL draft of any remaining balance due. No extensions accepted

ACH debits will continue until all amounts due to Council have been collected.

Troop #		Service Unit Name	
Troop Cookie Manager (TCM) Name			
TCM Email		Telephone #	
Troop Leader's Name			
Leader's Email		Telephone #	
Amount Due Council (according to above date):		\$	
Total Amount that can be DEBITED from Troop Acct:		\$	
Describe Reason for Discrepancy in amount due Council and amount Troop has in Account below (i.e. counterfeit bills received, NSF, etc. (IF NSF please complete bottom section of this form) If due to non-payment, a collection form must be completed :			

For ACH Credit due to Returned Check – attach copy of NSF check and returned check notice from bank

<input type="checkbox"/> I verify that all appropriate procedures were followed when the check(s) were accepted by my troop. The returned check is not a starter or temporary check and has the phone # & driver's license # recorded. (signature required) X	<input type="checkbox"/> Copy of the Returned Check Notification from Bank attached
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The troop will be held accountable for returned checks unless Council receives this completed form and all of the above required attachments within 10 days of the return date as noted on the bank notification.

Troop #		Service Unit Name	
Troop Leader Name			
Contact #		Email	
Troops Bank Name & Address	Account #	Returned Check #	Amount of Check
			\$
			\$
Total Amount			\$

Submit completed form to: Girl Scouts Heart of the Hudson
Via fax to Attention: Council Finance Fax # (914) 752-2488
Via email to Council Finance at councilfinance@girlscoutshh.org