



Troop /Group ACH Authorization and Banking Information Form

We hereby authorize Girl Scouts in the Heart of Pennsylvania (GSHPA) to initiate entries and adjustments for any transactions credited/debited in error to the Troop/Group bank account entered in this form. This authority will remain in effect until GSHPA is notified by us in writing to cancel it.

Note - Notification of cancellation must be made at least three weeks prior to the effective date in order to allow processing time by GSHPA and the financial institution.

Name of Financial Institution: _____

Troop/Group Number: _____

Phone Number of Financial Institution: _____

Address of Financial Institution: _____

City: _____ **State:** _____ **Zip Code:** _____

Routing Number: _____

Account Number: _____

(See next page for example of where to find these numbers)

Authorized signer information must be signed by both signers. Please print neatly.

Troop/Group Number:	Troop/Group Number:
Name (Please Print):	Name (Please Print):
Signature _____	Signature _____
Date: _____	Date: _____
E-mail Address:	E-mail Address:
Phone Number:	Phone Number:
Debit Card Holder? Y/N	Debit Card Holder? Y/N
Do you have checks for this account? Y/N	Do you have checks for this account? Y/N

Person to receive email confirmations for ACH Deposit/Withdrawals: _____

(*Please see second page for more information)



Please attach one of the following items to verify the account number and routing number. This information is required to be kept on record at GSHPA.

- a. An original or a copy of a voided check
- b. A deposit slip that includes full routing number and account number
- c. A letter from the financial institution verifying routing number and account number on letterhead

Please retain a copy of your completed form for your records and return the signed form and one of the above items to council:

**Girl Scouts in the Heart of Pennsylvania
Attn: Troop Banking
350 Hale Avenue
Harrisburg, PA 17104**

John & Jane Doe 123 Main Street Anytown, NY 12345		Date <u>January 1, 2006</u>	1234
PAY TO THE ORDER OF _____		\$ <input type="text"/>	
		Dollars	
For _____			
: 090090099 :	1357902468		1234
Bank Routing Number	Account Number		Check Number

GSHPA Council Staff Use Only			
Background Check(CBC)		ACH Scanned / E-mail	
Registration		Initial	
ACH Reviewed		Date	