



COOKIE PROGRAM

ACH Debit/Credit Authorization Form Instructions

Please fill out the form by September 30 for the fall product sale and by December 31 for the cookie sale. If your troop will be participating in both sales, the form only needs to be filled out once.

The form can be found at this web address: <https://fs24.formsite.com/gsgcnwi2/form28/index.html>
Or please visit the Girl Scouts GCNWI website at www.girlscoutsgcnwi.org, click on cookies, then Fall Product Sale, then Resources or Cookies, then Resources.

Here are step by step instructions on how to fill out the form:

- The person filling out this form must be an authorized signer on the troop's bank account. The Authorized Troop Representative will first fill in their name, address, and phone numbers, as well as a valid email address. Then select their role with the troop.
- Under the Troop Information heading, please fill in the 3 digit service unit number and the 5 digit troop number. If you do not know your service unit or troop number, please call your staff representative.
- Check the circle for which sale your troop is participating in or the circle for both sales.
- Fill in the bank account information, beginning with the name and address of the bank or financial institution. Also fill in the fields for the routing number and account number. The routing number is a nine digit field usually found on the left at the bottom of your troop's checks. The account number usually follows. Please include all zeros. If necessary, check the box under the routing and account number fields to see an example of where to find these numbers on a check.
- If your troop does not use checks, your bank can supply your troop with a letter stating your routing and account numbers.
- Upload a copy of your troop's check or bank letter. You can scan the document or check. If a scanner is unavailable, take a picture of the check with a smart phone, email the picture to yourself, save the picture to your desktop, and then upload the picture onto the ACH Form.
- Read the Troop Agreement and Authorization, check the box showing your agreement, then sign and date it.

If you have any questions, please call 855-ILOVEGS ext 6722.