

**DO NOT SUBMIT
THE ACH AUTHORIZATION FORM
WITH THE BANK REQUEST FORM!**

SEND THE ACH AUTHORIZATION
ONLY AFTER ALL SIGNERS HAVE COMPLETED
SIGNATURE CARDS AT THE BANK.

THE ACH AUTHORIZATION IS NOT VALID
UNTIL THE NEW ACCOUNT OR SIGNER CHANGE
IS COMPLETE AT THE BANK.

FOR NEW ACCOUNTS: YOU MUST SEND A COPY OF
A CHECK OR BANK STATEMENT
TO CONFIRM ACCOUNT.

A **REVISED ACH AUTHORIZATION** IS REQUIRED
EACH TIME THERE IS A SIGNER CHANGE
ON THE ACCOUNT.

EXCEPT WHERE A SIGNATURE IS REQUIRED,
PLEASE **PRINT** ALL INFORMATION

- 1 Please choose one:
- ☐ Initial form submission for new account (MUST INCLUDE COPY OF CHECK OR BANK STATEMENT)
- ☐ Revised form: signer change on account

PLEASE PRINT LEGIBLY

Community: _____ Troop: _____

I, _____, Primary Money Manager of the troop/group bank account described below, hereby authorize Girl Scouts of Southwest Texas (GSSWT) to initiate electronic debit or credit transfers, processed through an Automatic Clearing House (ACH), for any funds that may be due to the troop/group from GSSWT or any funds that may be due to GSSWT from the troop/group.

Troop/Group Bank Information

Council-approved Bank (check one):

- ☐ Broadway Bank ☐ First State Bank of Uvalde
- ☐ Frost Bank ☐ IBC ☐ The Bank & Trust

Name of Account (as it appears on check or bank statement): _____

Routing Number: _____ Account Number: _____

Troop/Group Bank Account Signer Information (PLEASE PRINT LEGIBLY)

Primary Signer: _____ Third Signer: _____

Second Signer: _____ Fourth Signer: _____

By signing below:

- I agree to abide by the policies and procedures outlined in the latest edition of the *Managing Troop/Group Finances* handbook, available for download from the GSSWT Finance [Linktree](#).
- I understand that this authorization will remain in full force and effect until an authorized signer has submitted, in writing, the request to revoke authorization.
- I understand that not having this current, completed form on file with GSSWT may make my troop ineligible to participate in product programs. *This form must be renewed if there is a signer change on the account.*
- I agree to keep detailed records of all transactions made within this account, including keeping receipts for every purchase made, and all deposit slips.
- I understand that NO personal purchases nor any cash withdrawals may be made using the troop/group account or troop/group funds, and that theft or misuse may result in criminal charges being filed by GSSWT.
- I agree to keep girls and families aware of troop/group finances, and turn in detailed financial reports to the council by May 15 and November 15 of each year.
- I understand that I must notify GSSWT immediately if a signer leaves the group or becomes disqualified.

Authorized Signature: _____ Date: _____

Printed Authorized Name: _____

Submit this completed form to: customercare@girlscouts-swtx.org

Questions? Call us at 210-349-2404/800-580-7247 or email to customercare@girlscouts-swtx.org

ACH Authorization

1. Indicate whether form is for a new account or for a signer change on an account. **New account form must include copy of check or bank statement.**
2. Indicate Community and Troop.
3. Print primary signer's name.
4. Check box to indicate bank.
5. Print name of account as it appears on check or bank statement.
6. Print routing number and account number as it appears on the check.
7. PRINT each signer's name. No signatures in this section.
8. Review agreement before signing.
9. Primary signer should complete with signature, printed name, and date.
10. Submit completed form to customercare@girlscouts-swtx.org.

Auto-Withdrawal (ACH) Authorization Form

DO NOT SEND THIS FORM WITH YOUR BANK REQUEST

Please choose one:

- ☐ Initial form submission for new account (MUST INCLUDE COPY OF CHECK OR BANK STATEMENT)
☐ Revised form: signer change on account

PLEASE PRINT LEGIBLY

Community: _____ Troop: _____

I, _____, **Primary Money Manager** of the troop/group bank account described below, hereby authorize Girl Scouts of Southwest Texas (GSSWT) to initiate electronic debit or credit transfers, processed through an Automatic Clearing House (ACH), for any funds that may be due to the troop/group from GSSWT or any funds that may be due to GSSWT from the troop/group.

Troop/Group Bank Information

Council-approved Bank (check one):

- ☐ Broadway Bank ☐ First State Bank of Uvalde
☐ Frost Bank ☐ IBC ☐ The Bank & Trust

Name of Account (as it appears on check or bank statement): _____

Routing Number: _____ Account Number: _____

Troop/Group Bank Account Signer Information (PLEASE PRINT LEGIBLY)

Primary Signer: _____ (PRINT) Third Signer: _____ (PRINT)

Second Signer: _____ (PRINT) Fourth Signer: _____ (PRINT)

By signing below:

- I agree to abide by the policies and procedures outlined in the latest edition of the *Managing Troop/Group Finances* handbook, available for download from the GSSWT Finance [Linktree](#).
- I understand that this authorization will remain in full force and effect until an authorized signer has submitted, in writing, the request to revoke authorization.
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