



### **Payment Policy Agreement**

**GSNYPENN Pathways requires this document to be completed once per membership year and/or upon changes to bank account information and changes in signers on any/all bank accounts opened under the GSNYPENN federal tax ID.**

All transactions between Girl Scouts of NYPENN Pathways (GSNYPENN) and any/all bank accounts opened under the GSNYPENN federal tax ID will be done by an Automatic Clearing House (ACH). ACH is a nationwide electronic funds transfer network which enables banks to distribute electronic charges to bank accounts and to settle such entries. Each GSNYPENN volunteer is responsible for depositing all monies into a GSNYPENN bank account (please see the Check Policy below). For the fall Treats, Reads and More Program and Cookie Program a specific ACH debit schedule will be provided by GSNYPENN. Reference Volunteer Essentials for additional information on Troop bank accounts. ACH transactions may take 3-5 business days to clear your account once initiated.

Please attach a voided GSNYPENN bank account check, or photo copy of check or an official ACH letter is required to be attached to this form. Deposit tickets or hand written account information will not be accepted. Once received the GSNYPENN account information will be filed and held on record to be used for future ACH transactions between the GSNYPENN bank accounts. If the bank account information and/or signer changes for any reason, a new payment policy agreement must be submitted within 5-7 business days.

**The authorization below must be signed by BOTH authorized account signers for the GSNYPENN bank account opened under the GSNYPENN Tax ID. By signing, the volunteers acknowledge and authorize Girl Scouts of NYPENN Pathways to debit or credit the bank account for ALL transactions between the GSNYPENN accounts. All information below is required.**

Service Unit # (3 digits) \_\_\_\_ Troop # (5 digits) \_\_\_\_

Gold Project Name (if applicable): \_\_\_\_\_

Authorized Check Signer #1 (print name): \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorized Check Signer #2 (print name): \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_

### **Check Policies:**

- All checks accepted by the troop must be made payable to:  
Girl Scout Troop #XXXXX (ex: Troop 10999)
- **NO STARTER CHECKS ACCEPTED!!**
- All checks **MUST** have the following information:
  - Name & address printed on the check
  - Phone number with area code printed or written on the check
  - Driver's license number printed or written on the check