



ACH Extension/Adjustment Form

If a troop does not have enough money for its scheduled ACH, the troop may be able to adjust their ACH amount and dates by filling out this form. Girl Scouts of Alaska will still withdraw money available in the troop account and will collect the remainder of funds due on the Remainder Sweep Date below. **Please note that this form MUST be submitted by the date(s) outlined in the Troop Product Manual in order to apply; this request will be honored at the Council's discretion.**

Please fill in the appropriate statement:

	This is for the	Fall Product Program		This is for the	Cookie Program	ACH#
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Today's Date: _____

Troop: _____ Service Unit: _____

Troop Product Manager: _____

Troop Leader: _____

Balance Currently Due to Council:	\$
Available Funds for this Sweep:	\$
Do Not Sweep - Amount Not Available:	\$
Remainder Sweep Date (expected - council will confirm with you):	_____

Reason for Extension Request:

- ☐ If you have been unsuccessful collecting money from a parent, complete and submit a Family Delinquency Form. Do not pay a girl's debt from troop proceeds. Do not give products to girls who have an outstanding balance.
- ☐ Other: Please Explain

Signature: _____ Position: _____

Phone #: _____ Email: _____

This form may be completed by a Troop Leader, Troop Fall Product Manager, Troop Cookie Manager, or Troop Treasurer.

Return this form to the Council Office: customercare@girlscoutsalaska.org or by fax to 907-243-4819

Requests received after that date may not be processed in time to prevent the transaction. First National Bank of Alaska will charge troop accounts a standard NSF fee for any bounced ACHs. Troops are responsible for this fee.