



Returned Check Reimbursement Form

Checks returned against your troop bank account are the responsibility of the council. If the troop receives a returned (NSF) check, promptly complete the steps listed below.

Checks more than 90 days old will not be reimbursed.

To claim reimbursement for a customer check returned against your troop bank account:

1. Attach the original bank notification. If the bank charges a returned check (NSF) fee, you will be reimbursed for this as well.
2. Complete the information below and submit this form (make copies as needed) and all materials to: Girl Scouts | ATTN: Customer Care | 4801 South Biltmore Lane | Madison, WI 53718
3. Reimbursement checks will only be sent to an authorized account signer. Reimbursement checks will be processed as received; allow up to three weeks for processing. Reimbursements may also be processed via the ACH process where a credit would be applied to your troop account. This may only occur if the ACH Authorization Form is on file.

Troop Number _____ Membership Area _____

Authorized Account Signer _____

Address _____

City/ST/ZIP _____

E-mail Address _____

Day Phone (_____) _____ Evening Phone (_____) _____

Best Time to Call _____

Number of Returned Checks Enclosed _____

Total Amount of Returned Checks Enclosed \$ _____

Total Bank Fees \$ _____

Total Due Troop \$ _____

Please check if applicable:

The NSF check received is from a parent/guardian for his/her daughter's nut/magazine sales balance.

For Office Use:

Product Sales staff Signature

Date

Approved by Supervisor (if necessary)

Date