

**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

# 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 Commercial 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: \_\_\_\_\_  
(PRINT) (PRINT)

Second Signer: \_\_\_\_\_ Fourth Signer: \_\_\_\_\_  
(PRINT) (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 website: [www.girlscouts-swtx.org](http://www.girlscouts-swtx.org).  
(Volunteers>Volunteer Resources>Managing Finances)
- 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 June 15 and December 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](mailto:customercare@girlscouts-swtx.org)

Questions? Call us at 210-349-2404/800-580-7247 or email to [customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org)