Girl Scouts of Nassau County, Inc.
110 Ring Road West
Garden City, NY 11530-3296
T. 516-741-2550 F. 516-741-2207
www.gsnc.org

ACH Adjustment Form

Troop money must be available in the Troop's bank account (checks cleared) **OR** this form must be emailed to Council by the dates listed below.

- Cookie Program – There will be three sweeps during the Girl Scout CookieProgram.
  - **March 21, 2024** – Test sweep in the amount of $0.01.
  - **March 28, 2024** – sweep will be 40% of amount owed to Council as of **February 21st.** (Deadline to submit this adjustment form to Council is **Monday, March 25, 2024**)
  - **May 2, 2024** – Final sweep for remaining amount owed to Council. (Deadline to submit this adjustment form to Council is **Monday, April 29, 2024**)

This adjustment form with proper documentation must be emailed to: **customercare@gsnc.org**

□ Decrease ACH sweep in the amount of $_____so that my total ACH deduction from my Troop account will be $_____.

□ Increase ACH sweep in the amount of $_____so that my total ACH deduction from my Troop account will be $_____.

This form is being completed due to (check the appropriate box)

□ Unpaid Money - Please note that copies of all the delinquent individual's signed sale receipts and Girl/Parent Permission Form must be attached to this form in order for the Council to process the request and transfer financial responsibility from the Troop to the individual.

□ Lost or Stolen Products/Money – Attach police report

□ Counterfeit Bills – Attach bank documentation

□ Other: _____

Individual Completing Form

Troop #: _____ Service Unit: _____

Print Signer's Full Name: _____ Position: _____

Email Address: _____ Best Phone #: _____

Mailing Address: _____

Street City State Zip

Signature: _____ Date: _____

Adjustment form and attached information are subject to verification prior to approval. Any mismanagement of GSNC product or money may result in a denial of the request.