



# Product Sales ACH Debit Extension Request

Please use this form to request a delay in an ACH sweep during the Fall Product Sale or Cookie Program Sale. **Submitting this form DOES NOT mean that your extension has been granted. You will receive an email from council staff explaining whether the request was approved or denied.** A meeting will be set up with the SUCM, SU, Troop Leader, Troop Cookie Manager, and Membership and Community Development Manager to discuss your troop's finances before making a decision.

Requests must be submitted at least five business days, preferably sooner, prior to the scheduled transaction. Requests received after that date may not be processed in time to prevent the transaction. **Each extension sweep is exactly one week after the originally scheduled sweep.** The form can be submitted by a Troop Leader, TCM, Troop Treasurer or SUM. Please submit this request and direct ACH related questions to [nstuckey@girlscoutsnca.org](mailto:nstuckey@girlscoutsnca.org) or [gwalley@girlscoutsnca.org](mailto:gwalley@girlscoutsnca.org).

SU # (3 digits) \_\_\_\_\_

Troop # (5 digits) \_\_\_\_\_

Your Position (may select more than one):

- Troop Leader
- Troop Cookie Manager
- Other, please specify: \_\_\_\_\_

Name of Person Requesting Extension: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Which sweep are you requesting extension for?

- Fall Friends and Family Sale: December 4, 2018
- Cookies Sale: February 25, 2019
- Cookie Sale: March 11, 2019
- Cookie Sale: March 25, 2019

Reason for Extension

- Problem with parent debt (List parent(s) with debt to troop):  
\_\_\_\_\_
- Financial troubles due to inclement weather
- Other, please specify: \_\_\_\_\_

Please continue on reverse if needed.