



# Product Program ACH Draw Request

Complete this form to request (1) an additional ACH draw or (2) an increase in a scheduled ACH draw during either the Fall Product or Cookie Program and submit to [sstutsman@girlscoutsnca.org](mailto:ssuttsman@girlscoutsnca.org) with a copy to [bscroggins@girlscoutsnca.org](mailto:bscroggins@girlscoutsnca.org). This form can be submitted by a Troop Leader, TCM, TFFPM, Troop Treasurer or SUM.

Requests for an increase in a scheduled ACH draw need to be received at least five business days prior to the date of the scheduled draw.

An email will be sent to the requestor confirming the amount and timing of an ACH draw addition or increase.

SU # (3 digits) \_\_\_\_\_ Troop # (5 digits) \_\_\_\_\_

Your Position (may select more than one):

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

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

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

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

Is this request for:

- An additional ACH draw
- An increase in a scheduled ACH draw

**For an additional ACH draw**, please provide:

- o Amount of additional ACH draw: \_\_\_\_\_
- o Date requested for the additional ACH draw: \_\_\_\_\_

**For an increase in a planned ACH draw:**

For which ACH draw are you requesting an increase?

- Fall Product Program
- Cookie Program
  - First Draw
  - Second Draw
  - Final Draw

**Please provide:**

- o Additional amount (increase): \_\_\_\_\_
- o Total amount of ACH draw (with addition): \_\_\_\_\_

Other, please specify: \_\_\_\_\_