



# Product Program 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.

Requests must be submitted at least three 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, TFPM/TCM, Troop Treasurer or SUM. Please submit this request and direct ACH related questions to [gward@girlscoutsnca.org](mailto:gward@girlscoutsnca.org).

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

Your Position (may select more than one):

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

Name: \_\_\_\_\_

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

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

Which sweep are you requesting an extension for?

- Fall Product Program: December 4, 2024
- Cookie Program: February 20, 2025
- Cookie Program: March 13, 2025
- Cookie Program: April 3, 2025

Requesting an extension requires a payment to be made on the original sweep date. How much can you pay on the original sweep date: \_\_\_\_\_

Reason for Extension

- Problem with parent debt (List parent(s) with debt to troop):  
\_\_\_\_\_
- Other, please specify: \_\_\_\_\_  
\_\_\_\_\_

Please continue on reverse if needed.