

### **What is ACH?**

ACH stands for Automated Clearing House and refers to an electronic banking network often used for direct deposit and electronic bill payment.

### **How does ACH work?**

ACH works by allowing a third party (GSEP) to either debit or credit a troop's account. The ACH Debit/Credit Authorization Form is filled out by the troop that authorizes these actions. This paperwork includes information such as the troop's bank account and routing numbers and is supported by a voided check from the troop's bank account. Troops simply deposit all money collected from Product Programs into their troop's account. A calculation is made and communicated to the troop in advance for review and then on predetermined dates, the amount is "swept" from the troop's bank account into GSEP's bank. The troop does not need to use special deposit tickets nor locate GSEP's bank branch and plan a special trip. The amount of money that is pulled is based on proven percentages from orders such as the percentage of an initial order.

### **Will the troop need to fill out the authorization form every year?**

No, as long as the bank account and signers stay the same. If the bank information changes or there is a change in signer, a new ACH form will need to be filled out and sent to Council.

### **Does my troop have to have a bank account to participate in ACH?**

Yes.

### **Does my troop bank account have to be with TD Bank?**

No, any FDIC approved bank can be used; TD Bank offers some special account services and GSEP can often help provide the right TD bank personnel to answer questions should they arise.

### **Can the troop's account be a savings account? What if my troop does not have a check to void?**

Yes. If no check is provided with your troop bank account, a bank specification letter can be requested from your financial organization that lists a routing and account number.

### **Can a troop predetermine the amount pulled from their account?**

No. For GSEP Product Programs the amount swept from a troop's account is determined by a proven percentage of orders and is provided to the troop for review. For specific percentages, please refer to the ACH Procedure Document.

### **Will a troop be notified before the money is swept out of the account?**

Yes. Troop leaders and troop product program managers will be notified via emails with the balance that will be withdrawn from their troop account for each sweep. This email will be sent to the email address listed in the troop's profile on SNAP and Nut-E. The Troop Nuts about Reading Manager (TNAR) and Troop Cookie Manager (TCM) are responsible for entering accurate and current emails into the troop profile in order to receive these important email communications. The general dates of the sweeps will be present

on the ACH Procedure Document, the GSEP web site and will also be communicated through Product Program trainings and newsletters.

### **What are the benefits of ACH?**

- Less work for the Troop Product Program Manager! Now, they will not have to deal with deposit slips or have to make deposits into both the troop account and then into GSEP's account.
- No worries for the troops about over depositing money into the Council account and then needing to wait for a refund.
- It's greener! Less paper mailings for refund checks and no deposit slips for the Council account.
- All troops can participate easily, even if they are located far away from a TD Bank.

### **If the money is not in the troop's bank account when the sweep is planned, what happens?**

As discussed, all sweeps are communicated with a troop in advance and the troop has time to confirm and discuss the status prior to the sweep. However, if the troop bank balance is non-sufficient to cover the agreed upon ACH value, an NSF charges maybe be incurred. These fees differ with each bank. Please contact your bank if you have any questions.

### **Will TD bank still continue to try and sweep an account if funds are unavailable at the first attempt?**

Yes, a second attempt will be made. If there are insufficient funds in the bank account, the troop leader will be contacted and arrangements will be made with the troop leader for payment. Any fees incurred for each failed attempt will be the responsibility of the troop.

### **What should I do if I know that the money will not be in the bank on the date of the sweep?**

Timely and regular communication among the leadership of the troop is a vital component of the success of ACH with your troop. Please keep in mind that deposits into the troop account can be done by a variety of people including the troop leader or another trustworthy parent. However, we understand that emergencies happen. If you find that this is the case, the troop can fill out an ACH Deadline Extension Form and submit it to ACH ([ach@gsep.org](mailto:ach@gsep.org)). This form must be received by Council no later than 3 business days before the date of the sweep.

### **What if Council pulls an incorrect amount from my troop's account?**

Your attention to Nut-E and Snap™ is important. Any wrong entries in girls selling, transfers or reorders will affect your balance. Since we will pull funds from your account based on these variables, it is feasible that an incorrect amount could be pulled. Your outstanding balance will be clearly listed on your T-2 or Troop Balance Summary Report. If we discover something that changes your balance during our audit, your troop will be credited or debited accordingly.

### **Is ACH mandatory for my troop or service unit?**

Yes, participation in ACH is required for all Troops. Service units are also required to participate to receive any Product Program monetary incentives. GSEP will make ACH deposits to make payment to the troop or service unit which will streamline the movement of funds to a troop's account while saving time and energy by avoiding special trips to the bank for deposits.

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