

Checks Inc. Information

Checks Inc. is our third-party vendor that helps in the collection of any bounced checks made to a Troop or Service Unit account.

Checks Inc Service Enrollment:

A Checks Inc. form must be submitted to Girl Scouts to be enrolled in the program. This form is emailed out to new troops once their account is open and to troops that change signers and need an updated form. A form is also available on our website at <https://volunteer.gswestok.org/forms/>

Written Notification from Checks Inc:

Once Checks Inc. receives a bounced check against a Girl Scout Account, the writer of the check will be sent a notification alerting them of the charges. The Troop or Service Unit contact will ALSO receive a copy of the debt alert in the mail, usually on a piece of yellow paper. The amounts on the paper are only an FYI for a leader and is not the amount that a Girl Scout Account is being charged.

Assisting Checks Inc:

When a bounced check is sent to Checks Inc. by the bank, the Troop or Service Unit contact may receive a call for information that was not on the check. With checks received during the cookie sale, it is possible that you may not have any additional information, so be sure to let Checks Inc. know that. It's also a good practice to have girls ask that phone numbers are written on a check and that all checks have a pre-printed address on them.

Questions Regarding a Pending Collection:

If you have questions along the collection process, Troop and Service Unit contacts are encouraged to contact Checks Inc. directly at (405) 848-4500. They will have the updated information on the progress of the collection and when funds should be received by the Troop or Service Unit.

Payment from Checks Inc.:

Once a bounced check payment is received by Checks Inc., a paper check will be mailed to the Troop or Service Unit for the amount of the check PLUS an extra \$7.00 to help cover bank fees.

ACH Authorization and Checks Inc. Form
Staple VOIDED check here or list bank routing number
Please return completed form to Troop Finance Specialist

CHECKS INC.

BANK AUTHORIZATION

Bank Information

Troop # Information

(Hereinafter Referred to as "Bank")

(Hereinafter Referred to as "Merchant")

Street Address

Street Address

City State ZIP

City State ZIP

Bank Account Number _____

Bank Routing Number _____

I, _____ of Troop _____ authorize GSWESTOK to charge my troop bank account for amount due for product sales

This letter authorizes the Bank to forward all checks deposited to the above reference account that are returned unpaid to Checks Inc., PO Box 14613, Oklahoma City, OK 73113-0613.

Returned checks are not to be redeposited.

The Bank is hereby released from any further liability of guaranteeing delivery of the aforementioned returned checks to Merchant.

This letter also authorizes **Checks Inc.** to act as agent for Merchant in the processing of the aforementioned checks.

This authorization will remain in effect from this date forward until written notice of cancellation has been received by Bank.

Dated this _____ day of _____, _____

Troop signature of an authorized signer:

Print Name

Signature

Email Address

Phone Number

Checks Inc. • 221 W Wilshire Suite C • PO Box 14613 • Oklahoma City, OK 73113
405-848-4500 • Fax 405-848-4557