



# TROOP REFUND FORM PRODUCT PROGRAM ELECTRONIC REIMBURSEMENT

The troop leader completes the form and emails the required documentation by the deadline date to their service unit product program manager or [customercare@gswny.org](mailto:customercare@gswny.org).

Troop refund policy: (Only electronic reimbursement is available.)

- Cookie Program and Fall Product Program: Complete form and include the troop balance summary.

**Program** (check one) ☐ Cookie Program ☐ Fall Product Program

**Service Unit** \_\_\_\_\_ **Troop#** \_\_\_\_\_ **Date** \_\_\_\_\_

Troop Leader Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone (home) \_\_\_\_\_

(cell) \_\_\_\_\_

## TROOP REFUND CALCULATION

Amount due council \$ \_\_\_\_\_

Less amount paid council \$ \_\_\_\_\_

Refund due troop \$ \_\_\_\_\_

**The following items must be attached:**

### Proof of Payment:

- ☐ ePayment payment confirmation email or receipt from GS Service Center

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## Electronic Reimbursement to Troop Bank Account

**\*ATTACH A COPY OF A TROOP VOIDED CHECK\***

TROOP BANK NAME \_\_\_\_\_

TROOP ROUTING NUMBER (9 digits)

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TROOP BANK ACCOUNT NUMBER

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Form Completed By \_\_\_\_\_

(print name)

Phone \_\_\_\_\_

Girl Scouts of Western New York, Buffalo Service Center, 4433 Genesee Street, Suite 101, Buffalo, NY 14225