

## Returned Check Reimbursement Form

*Please make copies of this form as needed.*

Checks returned against your troop are the responsibility of the council. If you get a returned check, promptly complete the steps listed below.

### **Checks more than 90 days old will not be reimbursed.**

To claim reimbursement for a Fall Sale Program customer check returned against your troop bank account:

1. Attach the original returned check(s) to this form.
2. Attach the original, or a copy of, bank notification form. If the bank charges a returned check fee, you will be reimbursed for this as well.
3. Complete the information below and submit this form and all materials listed above to:

GSEIWI, Attn: Finance Dept., 2011 Second Avenue, Rock Island, IL 61201

4. Reimbursement checks will only be sent to the troop leader. Reimbursement checks will be processed as received; however, please allow up to three weeks for processing.

Troop Number \_\_\_\_\_ Service Unit (county) \_\_\_\_\_

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

Address \_\_\_\_\_

City/ST/Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

Day Phone (\_\_\_\_\_) \_\_\_\_\_ Eve Phone (\_\_\_\_\_) \_\_\_\_\_

Best Time to Call \_\_\_\_\_

Number of Returned Checks Enclosed \_\_\_\_\_

Total Amount of Returned Checks Enclosed \$ \_\_\_\_\_