



Girl Scouts of Central and Western Massachusetts, Inc.
 800-462-9100 (in MA) or 413-584-2602 gscwm.org

40 Harkness Avenue
 E Longmeadow, MA 01028-1016
 Fax: 413-525-5901

241 Haydenville Road
 Leeds, MA 01053-9768
 Fax: 413-586-7937

81 Gold Star Blvd
 Worcester, MA 01606-2813
 Fax: 508-852-7674

**2011 Fall Product Sale
 Report of Returned Check for NSF in Troop Account**

GSCWM will provide assistance in the form of a demand letter for those troops who have had difficulty collecting on a returned check. Prior to submitting this report, you must have contacted the check maker at least once and allowed at least three business days for a response. Please complete the information below to request a demand letter.

Troop #: _____
 Troop Contact Name: _____
 Troop Contact Telephone: _____
 Troop Contact e-mail: _____
 Check Maker: _____
 Check Amount: _____
 Bank Fee Charged to Troop: _____
 This Check will Prevent a
 scheduled ACH Draft by
 GSCWM: Yes No

Attach the following information to your request:

1. Statement of date(s), method(s) and result(s) of your previous contacts with the check maker. Include conversation details and/or copies of correspondence.
2. A copy of the front and back of the returned check.

Submit this form and the above attachments via fax or e-mail to Yvonne Crossman, Accounting Manager at fax number (508)852-7674 or ycrossman@gscwm.org . Contact Yvonne at (508)749-3616 if you have any questions.