



## BAD CHECK RECOVERY PROCEDURES

**What do I do when a check I've deposited into the troop checking account bounces?** This is what the bank may refer to as a chargeback or returned check. When a check deposited into an account is returned for insufficient funds, stop payment, refer to maker, etc., the only recourse the bank has to recover these funds is to take the funds back out of the account it was deposited into.

The Girl Scouts of Kansas Heartland (GSKH) is using Sure Check Brokerage to collect on returned checks written to troops for the FOS and Cookie Sale only. Each bank has been instructed to run each check through twice, if possible. The bank will do a chargeback to the (troop) account. The amount of the chargeback is the amount of the check plus any bank fee. Contact your bank about waiving the bank fee because of our non-profit status. GSKH will not reimburse any bank fees charged to your troop account. The bank should send the account holder (your troop) a copy of the chargeback and forward the original check to Sure Check Brokerage for collection.

Do not accept any payments to cover the check from the returned check account holder, after receiving the chargeback notice from the bank. All payments must be made to Sure Check Brokerage.

After receiving a chargeback notice, the troop needs to submit the request form below for reimbursement of the returned check(s). The form must be filled out completely, along with a copy of the chargeback notice (indicating the amount and payor) received from the bank, in order to receive a reimbursement from GSKH. The request for reimbursement must be received by GSKH within 30 days of the chargeback to your troop account. Only checks made payable to the troop and deposited into the troop account within 30 days from the date the check was written will be reimbursed.

The above procedure can only be implemented, if a form to send return checks to Sure Check Brokerage was submitted to the bank and processed prior to the start of the current sale. Please contact the Girl Scout Finance Department with questions at 316-684-6531 or 1-888-472-3683.

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### REQUEST FORM FOR REIMBURSEMENT OF RETURNED CHECKS

5 Digit Troop # \_\_\_\_\_ Troop Leader/Treasurer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

"X" if Girl's Parent & List Girl's Name	Name Printed on the Check	Dollar Amount
		\$
		\$
		\$
		\$
<b>TOTAL AMOUNT</b>		<b>\$</b>

Copy of the chargeback notice sent from the bank MUST accompany your request for reimbursement.  
Amounts will be verified with Sure Check Brokerage before payment will be made to the troop.

**Mail To:** Girl Scouts of Kansas Heartland  
Attention: Finance Dept.  
360 Lexington Road  
Wichita, KS 67218

Office Use Only
Received:
#1210-00-00-
Sure Check Notice Received: