

CHECKALERT LLC SERVICE AGREEMENT

Troop # _____ Troop Service Unit: _____
Troop Leader: _____
Address: _____ City _____ State _____ Zip _____
Phone #: _____ Alternate Phone # _____

EMAIL ADDRESS: _____

GENERAL INFORMATION

By completing this form, you are entering into a Service Agreement with CheckAlert LLC. This agreement authorizes your bank to forward all bounced checks on your troop/service unit account to CheckAlert LLC for collection. This Service Agreement is valid from January 1 through December 31 of each year. A new Service Agreement must be signed each year if your address, email address, or banking information changes.

COLLECTION PROCEDURES

All checks deposited to your bank that are returned for any reason will be sent by your bank directly to CheckAlert LLC. You will receive a notice from CheckAlert LLC listing the date and amount of the bad check, as well as the check writer's name and address.

CheckAlert LLC will:

1. Send the check back through the check writer's account immediately if returned for Insufficient Funds.
2. If returned for any reason other than Insufficient Funds, CheckAlert will send notices to the writer of the bad check over the period of time allowed by law (about 6 weeks) asking for payment on the check. Collectors will call the check writer to attempt collection by phone.
3. Prepare the returned check for legal processing as required by law.

CheckAlert LLC provides this service FREE OF CHARGE to all GIRL SCOUTS-DIAMONDS troops/service units. The writer of the bad check must also pay a \$30 service charge to CheckAlert USA, LLC. **IF THE TROOP LEADER ACCEPTS PAYMENT ON A BAD CHECK THE \$30 FEE IS DUE TO CHECKALERT.** When CheckAlert USA, LLC collects a check and service charge, we will mail you a check for the face amount of the bad check. The service charge amount is set by the Arkansas legislature.

This agreement authorizes CheckAlert USA, LLC to pursue the collection process up to and including prosecution under The Arkansas Hot Check Law.

IMPORTANT:

You agree that you WILL NOT COLLECT MONEY on any check returned. If you collect money you must collect the fee. Otherwise, you will owe the \$30 fee to CheckAlert.

You understand that CheckAlert LLC will use legal prosecution on check writers if checks remain unpaid. You agree and understand that you will be liable for false arrest if you collect money on checks and do not inform CheckAlert of collection. The risk of false arrest arises if you do not tell CheckAlert about collections and we send the check for prosecution after it has been paid.

I have read the information presented to me. I understand and agree to and comply with this information. I understand that if our troop changes banks, signers, or other financial information it is my responsibility to notify the council and fill out a new application. I also certify that our troop account is set up correctly according to GIRL SCOUTS-DIAMONDS policies.

Signature _____ Date _____

PLEASE SEND FORM TO:

CheckAlert LLC - P O BOX 13560 - MAUMELLE, AR 72113

If you have any questions regarding the CheckAlert LLC service or contract please contact the council office at: 758-1020 or 1-800-632-6894

**CHECKALERT LLC
P O BOX 13560
MAUMELLE, AR 72113**

Phone: 501-227-5141

Toll Free: 800-264-5910

Fax: 501-227-5742

BANK AUTHORIZATION

BANK NAME _____ **BANK ROUTING NUMBER** _____

TROOP BANK ACCOUNT NUMBER _____

Troop Name _____ **Troop Address** _____

Troop City, State, and Zip Code _____

This letter is to authorize CheckAlert USA, LLC to act as agent for the Troop Leader/Service Unit Member in the processing of returned checks and authorizes the bank listed above to forward to CheckAlert LLC all checks deposited to the above account that are returned unpaid.

The bank is hereby released from any further liability regarding delivery of returned checks to the troop.

ALL CHECKS ARE TO BE MAILED WITHOUT REDEPOSIT TO:

**CHECKALERT LLC
P O BOX 13560
MAUMELLE, AR 72113**

This notice is effective from this date forward until written notice of cancellation has been received by bank and by CheckAlert LLC from account holder.

Dated this _____ day of _____ 20_____.

Troop Leader: _____ Troop Number: _____

Signature: _____

Must be authorized signer on bank account