



## Instructions for Enrollment

Thank you for your interest in participating in UnitedScrip's Fundraising Program. We are happy to play a small part in making the dreams of your organization a reality. As you complete the enrollment process, please feel free to contact us if you have any questions or need clarification. We are here to help you and look forward to working with you! A complete listing of UnitedScrip's contact information is included on the last page for your records.

### Please follow these simple steps to complete your enrollment.

1. Fill out the necessary forms listed below
  - Enrollment Form
  - ACH Bank Account Form
  - ScripZone Enrollment Supplement
2. Email or fax the completed forms to UnitedScrip.  
Fax #: 864-886-9704 Phone # 864-886-9701  
*(Please follow up with a phone call to confirm that your faxed forms were received!)*  
Email: [info@unitedscrip.com](mailto:info@unitedscrip.com)
3. Mail the signed, original forms to UnitedScrip.  
UnitedScrip, Inc.  
305 Catawba Circle  
Seneca, SC 29672
4. Once your account has been established, you will receive a 'Welcome' email from [info@unitedscrip.com](mailto:info@unitedscrip.com) to confirm your enrollment process. This will provide additional information, tips and guidance as you establish the foundations, organize, educate, and begin your scrip program.

**Remember**, we are here to answer any questions you have!

**\*\*Please add [info@unitedscrip.com](mailto:info@unitedscrip.com) to your safe senders list so that you will receive your introductory email.**

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305 Catawba Circle  
Seneca, SC 29672

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Fax (864)886.9704

[www.unitedscrip.com](http://www.unitedscrip.com)

# UnitedScrip Nonprofit Affiliate Enrollment Form

## Affiliate/Organization Information

<b>Organization Name:</b>		<b>Phone:</b>
<b>Organization Address:</b>		
<b>City:</b>	<b>State:</b>	<b>ZIP:</b>
<b>Permanent/Default Shipping Address (if different form above): Address will include Group Name/Attention Contact</b>		
<b>Ship to:</b>		
<b>City:</b>	<b>State:</b>	<b>ZIP:</b>
<b>Fax:</b>	<b>Email:</b>	<b>Tax I.D. #</b>
Circle <b>Default</b> Delivery Method: <b>UPS Residential / UPS School/Business / Customer Pick-Up</b>		

<b>Contact Name:</b>	<b>Cell/Home Phone:</b>
<b>Email:</b>	
<b>Alternate Contact:</b>	<b>Cell/Home Phone:</b>
<b>Alternate Contact Email:</b>	
<b>Program Treasurer Name: Cell/Home Phone</b>	
<b>Treasurer Email:</b>	

## Method of Payment (Required)

<b>ACH Draft</b> <input type="checkbox"/>	Automated Clearing House (ACH) is a nationwide network utilized by banks, businesses, and account holders to transfer funds. Authorization of ACH payment ensures prompt shipment of your order. The amount debited from your account will be the total of the invoice(s) for the purchase made. ACH payments will be processed and deducted from your account within two business days. Payment will not be processed for any certificates that are backordered.
<b>ACH Savings Draft</b> <input type="checkbox"/>	An ACH debit posted to your savings account. Please check with your bank for any limits on the number of automatic withdrawals in a given time period.
<b>Paper Check</b> (Special Authorization Required) <input type="checkbox"/>	An invoice will be emailed to you when the order is placed in our system. Fax a copy of the written check to 864.886.9704 and we will release your order. Please mail your check immediately. Payment should be received within 3 days of order placement. <b>Tardy or late payments may result in suspension of this payment option.</b> Your payment should include your group name and the invoice number(s) to which the check is to be applied.

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PLEASE INCLUDE PROOF OF YOUR NONPROFIT STATUS: a copy of your IRS Letter of Determination or a copy of your Articles of Incorporation. Please include Employers I.D. Number (EIN)

Where did you find out about UnitedScrip? \_\_\_\_\_

For Office Use Only

QB	QB Notes	ScripNotes	ACH Bank Ach Report #	Ourscrip.com Password
Email	UPS	ScripZone	ScripZone Email	Acct/ID Number

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# Bank Account Information

**ATTACH GROUP VOIDED CHECK HERE.**

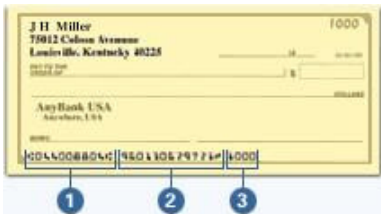
**YOU MAY FAX THIS FORM FOR INITIAL APPROVAL**

**BUT AN ORIGINAL COPY IS REQUIRED BY MAIL.**

The following information will authorize UnitedScrip to debit your organization's bank account for your UnitedScrip purchases. Please provide the requested information and attach a voided or cancelled check. UnitedScrip will use this information to verify the accuracy of your depository account and routing numbers. UnitedScrip will not use this information for any other reason.

<b>Organization Name:</b>		Shipping Address:	
<b>Organization Phone Number:</b>		Program Coordinator:	
<b>Organization's Bank Name:</b>		Bank Phone:	
<b>City:</b>	<b>State</b>	<b>Zip</b>	
<b>Type of Account (Check only one):</b> <input type="checkbox"/> Checking <input type="checkbox"/> Saving			
<b>Bank ABA/Routing # (#1 below)</b>		<b>Bank account number # (#2 below)</b>	

I (we) hereby authorize UnitedScrip to initiate debit entries to my (our organization/group/team) account indicated above at the depository named above to debit such account. This authorization is to remain in full force and effect until UnitedScrip has received written notification from me (or organization/group/team) of its termination, in sufficient time and in such manner as to afford UnitedScrip a sensible opportunity to act on it.



President \_\_\_\_\_

Treasurer \_\_\_\_\_

Scrip Coordinator \_\_\_\_\_

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**ScripZone Account Information** – All of our new groups need to be registered. Your organization will be using scripzone if your participants will be ordering online **OR** you plan to use ScripZone.com as an online software program accessible from any computer.

Step 1: Scrip Coordinator: Go to [www.scripzone.com](http://www.scripzone.com) and register as a 'New User'. We will give you access to the Admin Level to complete the set-up process.

Which method(s) of online payment will be allowed on your ScripZone site? (check all that apply)	<input type="checkbox"/> Individual Check to Group
	<input type="checkbox"/> Credit Card
	<input type="checkbox"/> Bank Draft
Which shipping methods do you prefer?	<input type="checkbox"/> Ship all orders to default delivery address <b>Options for orders paid with credit card only:</b> <input type="checkbox"/> Allow members to pay for shipping to home or alternate address <input type="checkbox"/> Require members to pay and ship to their address
<b>ScripZone Coordinator Name:</b> (if different from group coordinator) <b>and Email:</b>	
<p>To set up your program, we will need <u>one</u> "Campaign" and <u>one</u> "Team" name. You may make additions or changes from the Group Admin Level.            A <b>Campaign</b> reflects your goals and how your profits will be utilized or divided.            Example: Playground Fund, General Fund, Field Trip            A <b>"Team"</b> can be your organization or a subgroup within your organization.            Example: " Springfield Elem. School PTA" or "Smith K- 5 Classroom"</p>	
Examples1: General Fund Support Organization: 100% Team/Classroom: 0% Parent or Member: 0%	Example 2: Field Trip Organization: 20% Teams/Classroom: 20% Parents: 60%
Campaign Name:	
Campaign Splits	Organization _____% Teams/Classroom _____% Parents _____%
Team/Classroom Name: (list one)	

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# UnitedScrip

## Welcomes you as a Scrip Partner!

We are honored you have selected UnitedScrip as a fundraising partner for your organization. This Enrollment Package includes all of the forms you will need to complete and return to UnitedScrip. Contact us at any of the numbers below and speak with our New Group Coordinator for details.

<b>HOW TO CONTACT UNITEDSCRIP</b>	
PHONE	864.886.9701
TOLL FREE:	866.611.9701
FAX:	864.886.9704
INTERNET:	General Information <a href="http://www.unitedscrip.com">www.unitedscrip.com</a> Group Support, Updates, Order Placement 24/7: <a href="http://www.ourscrip.com">www.ourscrip.com</a> Online Family Ordering 24/7: <a href="http://www.scripzone.com">www.scripzone.com</a>
MAIL:	UnitedScrip, Inc.
	305 Catawba Circle
	Seneca, SC 29672
<b>Customer Service representatives are available</b> 9 a.m. – 3 p.m. EST Monday – Friday	
<b>Email Information</b>	
GENERAL INFORMATION	<a href="mailto:info@unitedscrip.com">info@unitedscrip.com</a>
NEW GROUPS	<a href="mailto:info@unitedscrip.com">info@unitedscrip.com</a> <a href="mailto:cmrampey@unitedscrip.com">cmrampey@unitedscrip.com</a>
BILLING/ACCT RECEIVABLE	<a href="mailto:steve.mitchell@unitedscrip.com">steve.mitchell@unitedscrip.com</a>
NEWSLETTER	<a href="mailto:info@unitedscrip.com">info@unitedscrip.com</a>
SOFTWARE	<a href="mailto:software@unitedscrip.com">software@unitedscrip.com</a>
ORDERS	<a href="mailto:orders@unitedscrip.com">orders@unitedscrip.com</a>
SCRIPZONE INFORMATION	<a href="mailto:support@scripzone.com">support@scripzone.com</a> <a href="mailto:info@scripzone.com">info@scripzone.com</a>

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