Girl Scouts of Eastern South Carolina
Troop Bank Account Information Form

PROCEDURES FOR GIRL SCOUT TROOP BANK ACCOUNTS

1. Re-registering Girl Scout Troops must have a Troop bank account. There should be **two (2)** signatures on the signature card with **one (1)** signature required on a check. Troop funds should not be kept in a personal checking and/or savings account. A re-registering Troop must turn this form in upon registration. Troop bank account information forms are to be completed by each Troop, not as a group of Troops.
2. New Girl Scout Troops must have a Troop bank account within the first (1) months of registering. The Troop Bank Account Information form **needs to be** turned in immediately using this form.   Complete and return this form to the North Charleston Service Center.
3. The following procedures are to be used to open a checking and/or savings account:
   1. Troop bank accounts should be opened in the name of the Troop and Council. Use one Troop leader's address; for example: Troop # ___ **Girl Scouts of Eastern South Carolina**.
   2. According to banking and IRS regulations each Troop bank account must have an identification number. Do not enter your social security number. Use the Council **Federal Identification Number: 57-0341216**.
4. Return to the North Charleston Service Center, 7257 Cross County Rd., North Charleston, SC 29418 within 60 days.
5. A copy of the *Corporate Resolution Regarding Financial Arrangements of Corporate Subunits* must be on file with the bank.
6. **Turn in a copy of a voided check to Council as soon as new checks are received**.

Troop #: _____ Level: _____ Service Unit: _____ Date: _____

Co-Leader's Name: _____

Telephone # - Day: _____ Evening: _____

Bank Name: _____

Bank Branch: _____ Telephone #: _____

Account Number – Checking: _____

Account Number – Savings: _____

There should be two signatures on the signature card with one (1) signature required on a check.

Name: Position: Phone #:
1. _____

2. _____

Name of person keeping funds: _____

Phone #: _____

Address of person keeping funds: _____

FOR OFFICE USE ONLY DATE REC'D: _____