



# 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 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. **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: \_\_\_\_\_