



Girl Scouts.

GIRL SCOUTS OF WESTERN NEW YORK, INC.

TROOP/GROUP BANK ACCOUNT REPORTING FORM 2015

In accordance with Girl Scouts of Western New York, Inc. policy on finance, every troop participating in council-sponsored product sales and having at least \$100.00 must open and report a bank account. The account must have 3 non-related signers and may not have any credit cards associated with it. Internet banking is also prohibited. A minimum of two signatures is required for withdrawals. One of the signatures on the account must be the Service Unit Finance Consultant or a Service Team member.

In order to open the bank account, an authorization letter must be obtained from your Service Unit Finance Consultant. This will authenticate your identity as a GSWNY volunteer and provides specific instructions to the bank regarding account terms.

The precise wording of your account must be **"Girl Scouts of Western New York, Inc. Girl Scout Troop # _____."**

Make sure bank statements for the account are mailed to the Troop Leader's address.

The number to supply to the bank is: **16-0743096**, the council's Federal Tax ID number.

No money-earning may take place until your bank account is reported to your Service Unit Finance Consultant.

Initially when the signature card is signed with the bank, this form is to be completed and turned into your Service Unit Finance Consultant. Thereafter, each year the form should be signed by the leader to denote the information remains unchanged. If there are any changes to this information a new form must be completed and submitted to the Finance Consultant.

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| Troop/Group #: | Service Unit: | Initial Reporting Year: |
| Bank Account #: | Name of Bank: | |
| Branch Location: | | |

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| Names of persons authorized to sign: | |
| 1) | Position: |
| 2) | Position: |
| 3) | Position: |

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| Signer in charge of the majority of the finances: | |
| 1) | Position: |

| Program Year (Ex. 2008-2009) | Registered Leader's Name (Print Below) | Registered Leader's Signature |
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