

ALL GIRL SCOUT BANKING SERVICES ARE CONDUCTED THROUGH THE GIRL SCOUT OF WESTERN WASHINGTON BANKING COORDINATOR. PLEASE **DO NOT GO TO THE BANK DIRECTLY WITH YOUR CONCERNS, ISSUES OR ORDERS.**

Making Changes to Girl Scout Accounts **Quick Reference**

- Please print clearly when completing the front and the back of form.
- Include **all signers** you want on the Girl Scout account. Once the form is completed it will reflect the desired changes and will be considered the **new** signature form for your Girl Scout bank account.
- Please keep signers in the same order on both the back and the front of the form.
- All signers** must have a completed and signed Volunteer Financial Acknowledgment Form on file before the bank account signers can be updated.
- The Banking Coordinator will verify the adult signers are current registered Girl Scout members in the council's membership database and associated with the troop or Service Unit in which you are handling funds and/or bank statements. All adults singer must have a cleared criminal background check on file before the change can be authorized.
- If your account has an existing debit card that was ordered by a volunteer who will no longer be a signer on the account; please notify the Banking Coordinator immediately to have the card cancelled. You can find a new Debit Card Request Form with guidelines and instructions at the web address below or by requesting a form from the Banking Coordinator.
- Any statement address changes made on accounts that **do not** require an adult signature change can be requested in writing (us postal, email, or fax). The person making the request will need to print and sign your name and include a phone contact. If you choose to fax, please call the Banking Coordinator to confirm the fax was received.
- Any changes to your account **MUST** be done through the Banking Coordinator. Please **do not** contact the bank directly.
- Send your completed form to:



Racquel Wardlow, Banking Coordinator

Girl Scouts of Western Washington
P.O. Box 900961
Seattle, WA 98109
206-267-1867 or 800-767-6845 ext. 323
rdwardlow@girlscoutsww.org

Find forms on-line at: <http://www.girlscoutsww.org/programs/forms>.

CHANGE OF SIGNATURES

Business Financial Relationship Agreement

COMPLETE LEGAL BUSINESS NAME

Girl Scouts of Western Washington

BUSINESS STREET ADDRESS

601 Valley St.

TAX IDENTIFICATION NUMBER (EIN) 0940

CITY STATE ZIP BUSINESS PHONE

Seattle, WA 98109 (206) 267-1867

DOING BUSINESS AS (show if different from legal business name)

CAMP NAME

X BUSINESS MAILING ADDRESS IF DIFFERENT FROM STREET ADDRESS

TYPE OF BUSINESS (Please check one: e.g., retail, sporting goods store)

Non-Profit

DATE BUSINESS UNIT IS OPENED

CITY STATE ZIP

Are you a Money Service Business? Yes No

X EMAIL ADDRESS

Bank of America Instructions

Unless box A has been checked, all persons listed as authorized persons will have the authority to designate additional authorized persons on an account or delete authorized persons from an account and will have the authority to obligate this Business Unit to contracts and agreements with Bank of America, N.A.

Deposit Accounts

Table with columns: PRINTED NAME, SIGNATURE. Rows 1-5 with checkboxes X1-X5.

Account Numbers

Table with columns: Business Advantage, First Choice Business Interest, Business Checking, Pooled JOLTA RPLA, Other, ATM Card, Check Card, Market Rate Savings, 3-12 Month CD, 1-10 Year CD, Jumbo CD, Account Closed.

Check if authorization for facsimile signatures is on file. Complete form 93-14-5293NSB

Business Resolution of Authority, Account Contract and IRS Certification Statement

DATE

It is resolved and agreed that Bank of America, N.A. (hereinafter "Bank") is selected as the Bank of deposit for the funds of this Business Unit and that the terms of the Customer Agreement, as now or hereafter in effect, shall be binding on this Business Unit with respect to any checking, savings or certificate of deposit account (each hereafter "Deposit Account") opened with Bank pursuant to this Business Resolution of Authority Account Contract (hereafter "Resolution").

The individuals authorized to act for and bind this Business Unit pursuant to this Resolution ("Authorized Signers") are identified above and, if necessary, on any Additional Business Signatures form (together including any changes or replacements delivered to Bank in accordance with the Customer Agreement) delivered to Bank for each such Deposit Account(s) or as authorized by this Resolution to any other Deposit Account. Any Authorized Signer may act on behalf of this Business Unit as provided in the Customer Agreement.

This is a continuing Resolution upon which Bank may fully rely without inquiry, unless terminated in accordance with the Customer Agreement by Authorized Signers or by the Board of Directors or similar governing body of the Business Unit.

SOLE OWNERSHIP, PARTNERSHIP, LIMITED LIABILITY COMPANY, CORPORATION, UNINCORPORATED GROUP AND OTHER (Shareholder consent; see below if approved by Board):

We certify (a) under penalties of perjury that the IRS Certification Statement to the right is true and correct in all respects, (b) that the Business Unit is in good standing and authorized to do business in the State of _____ as a:

- Sole ownership (check one): single name, joint with right of survivorship, joint without right of survivorship, (c) that the sole owner (and spouse if participating in the business); or
Partnership (check one): limited, general (c) that all of the general partners; or
Limited Liability Company, (c) that all managing members (or if none, all members); or
Corporation, (c) that all of the shareholders (if not, complete Corporate Board Resolution certification); or
Association/Unincorporated Group, (c) and that the authorized representative(s) (as documented on reverse); or
Other: _____ (c) and that the authorized representative(s) (as documented on reverse);

have signed below on the date referenced above and (d) agree on behalf of the Business Unit to be bound by the Resolution and Customer Agreement.

All sole owners, general partners, managing members (or if none, all members) shareholders, or the authorized representative(s) must sign below:

CORPORATION (Board Resolution) (complete if not signed above by all shareholders)

We certify (a) under penalties of perjury that the IRS Certification Statement to the right is true and correct in all respects, (b) that the Business Unit is a corporation in good standing and authorized to do business in the State of _____ and, (c) that the Resolution and Customer Agreement was duly adopted by the Board of Directors:

- 1. At a meeting duly called and held on _____; or
2. By the undersigned unanimous consent of the entire Board of Directors which is permitted by applicable law and the Articles and Bylaws of this Corporation; and
3. In either case this resolution appears of record in the minute book of the corporation and has not been amended or revoked as of this date _____.

Banking Coordinator

CAMP DIRECTOR

See separate certification instructions.

Bank Use Only

BUSINESS ENTITY VERIFICATION (Refer to PRO for required business account documentation)

Chesystem Verification Required.

Business Entity NRF Yes No

Sole Proprietor General Partners Associated/Unincorporated Group Members

Name _____	Year _____	Name _____	Year _____	State _____
Name _____	Year _____	Name _____	Year _____	State _____
Name _____	Year _____	Name _____	Year _____	State _____

PERSONAL IDENTIFICATION: Required for Corporate Officers, Managing Members, Board of Directors & Association Members

Legal Name _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

RELATIONSHIP TO Troop / Group _____ Phone Number _____

DESCRIPTION OF SECONDARY IDENTIFICATION	ID TYPE	ID EXPIRATION DATE	ID NUMBER	ID EXPIRATION DATE

Legal Name _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

RELATIONSHIP TO Troop / Group _____ Phone Number _____

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Girl Scouts of Western Washington
Volunteer Financial Acknowledgment

- ❖ **All** new account signers and current account signers must complete and sign this form, effective September 1, 2008.
- ❖ All account signers, persons handling bank statements and/or money are current registered Girl Scouts with a volunteer application on file and have cleared a criminal background search.
- ❖ Sound financial support is crucial to ensuring girls have opportunities to participate in Girl Scouting activities that build girl of Confidence, Courage and Character. Keeping accurate and up-to-date bank records demonstrates financial responsibility and is consistent with GSWW's Mission Statement.
- ❖ Help girls understand and live by the Girl Scout Promise and Law by extending exemplary financial record keeping and good banking practices with bank account funds.

Banking Accountabilities:

- Savings accounts, Certificates of Deposits (CD's), Money Markets or financial interest bearing accounts are **not permitted** for Girl Scout banking. When you receive savings deposit slips in the checkbook, please remove them so you do not use them inadvertently.
- Programs and activities should be financed through dues, GSWW-sponsored product sales, and approved money-earning activities. Money earned collectively (such as through the cookie sale program) is not the property of individual girls. If a girl leaves the troop or does not attend a special event, the money earned toward the event remains with the troop.
- There should always be supporting documents and/or receipts to prove expenses, reimbursements and debit card usage.
- Bank account signers will be held accountable for **all financial activity**. GSWW staff and/or Service Unit Managers can call an account audit at any time.
- Bank account signers should have on-going communication to ensure account activity will reconcile with the bank statement monthly.
- Bank of America account monthly fees are waived for GSWW Girl Scout accounts. Any monthly fees can be reversed up to **three months**. Signers should open monthly statements regularly to ensure no fees have been charged in error.
- If you re-order checks, the Girl Scout bank account **will be charged**.
- On-line banking is not available with Bank of America checking accounts.
- Access account transactions by calling Bank of America at 1-800-442-6680, you will need the last four digits of the Council's Federal Tax Identification number; these numbers are **0940**. Use of the automated toll-free service number is unlimited; however, if a volunteer **speaks** with a Customer Service Representative, the account will be charged after the 6th call per month. The charge is \$1.00 for each call after the 6th call when you speak with a bank representative in each month.
- The GSWW Banking Coordinator should always be your first point of contact if you experience any difficulties or problems with your bank account. **Do not contact Bank of America customer service directly to resolve concerns. Changes made improperly can change information on other Girl Scout accounts.** Signers on Girl Scout bank accounts not with Bank of America should contact their local Area Managers.

Volunteer Acknowledgment:

I have read and understood the basic responsibilities of the bank account signer and the adults handling money. I agree to carry them out to the best of my ability. I believe that girls are the focus of everything Girl Scouts does. I understand how good accounting practices and record keeping is consistent with the Girl Scout Mission Statement and Promise and Law. I will use the Girl Scout Promise and Law to guide my choices and actions. If I am unable or unwilling to comply with the above or if I choose not to support the mission, values or goals of this organization, I agree to communicate this to my Area Manager and be removed as a bank account signer.

Account Signer's printed name _____ Account Signer's signature _____

Girl Scout Volunteer Position Title _____

Service Unit Number _____ Troop Number: _____ Camp Account Name _____

GSWW Bank of America Account Number (if applicable) _____ Date Signed _____