

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>.



**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 6<sup>th</sup> call per month. The charge is \$1.00 for each call after the 6<sup>th</sup> 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 \_\_\_\_\_