

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

## **Opening a Girl Scout Bank Account** **Quick Reference**

### **REQUIREMENTS**

- **Before your bank account is opened the Banking Coordinator will verify:** All 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. All Signer membership registrations are in the council's membership database **and** associated with the troop or Service Unit in which you are handling funds and/or bank statements.
- At least two (unrelated) Girl Scout adult signers are required for each checking account.
- All account signers must complete and sign a Volunteer Financial Acknowledgment Form.
- Troop bank accounts must be opened before beginning the cookie sale program.

### **STARTING THE ACCOUNT**

- Be sure you have turned in your troop registrations and all of the adult signers have been included. Be sure you are registered with the Service Unit Team if you are opening a Service Unit account.
- Complete necessary information on the signature form (Business Financial Relationship Agreement.) Complete information on the back in the same order that you signed on the front.
- Include a check for a minimum amount of \$25.00 payable to the Troop/SU #\_\_\_\_ or the camp name.

### **GIRL SCOUTS OF WESTERN WASHINGTON WILL:**

- ✓ Review the front and the back of the signature form to make sure it is properly completed.
- ✓ Verify the adult signers have a cleared criminal background check on file
- ✓ Verify all adult signers have completed and signed a Volunteer Financial Acknowledgment Form.
- ✓ Verify the adult signers are registered in the council's membership database.
- Once all materials and verifications are complete, the Banking Coordinator will authorize your Girl Scout checking account to be opened.
- Once you have received your checking account materials (150 free duplicate checks), you can make deposits using any Bank of America branch.
- Refer to the Debit Card Request Form (at the web address below) for guidelines and instructions on how to order a debit card.
- Any changes to your account **MUST** be done through the Banking Coordinator. Please **do not** contact the bank directly.

### **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>.



# Business Financial Relationship Agreement

COMPLETE LEGAL BUSINESS NAME

Girl Scouts of Western Washington

BUSINESS STREET ADDRESS

601 Valley St.

TAX IDENTIFICATION NUMBER (FEDERAL)

0 9 4 0

CITY STATE ZIP BUSINESS PHONE

Seattle, WA 98109 (206) 267-1867

DOING BUSINESS AS (Show name if different from legal business name) **CAMP NAME**

BUSINESS MAILING ADDRESS IF DIFFERENT FROM STREET ADDRESS

TYPE OF BUSINESS (Please be specific, e.g., retail sporting goods store.)

Non-Profit

DATE BUSINESS ESTABLISHED

\_\_\_\_\_

CITY STATE ZIP

Are you a Money Service Business?  Yes  No

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

	PRINTED NAME	SIGNATURE
<b>A</b>		
<input checked="" type="checkbox"/> X <sub>1</sub>		
<input checked="" type="checkbox"/> X <sub>2</sub>		
<input type="checkbox"/> 3		
<input type="checkbox"/> 4		
<input type="checkbox"/> 5		

Account Numbers	Business Advantage	First Choice Business	First Choice Business Interest	Business Checking	Pooled JOLTA/RETA	Other	ATM Card	Check Card	Market Rate Savings	3-12 Month CD	1-10 Year CD	Jumbo CD	Account Closed	Interest Maximizer

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 this Resolution 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

### IRS CERTIFICATION

A.  I am a U.S. citizen, resident alien or U.S. entity, and the number shown above is my correct Taxpayer Identification Number (Social Security Number, Employer Identification Number)

AND (Please check 1 or 2.)

1.  I am not subject to backup withholding either because I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends or the IRS has notified me that I am no longer subject to backup withholding.

OR

2.  I have been notified by the IRS that I am subject to backup withholding and I have not received a notice from the IRS advising me that backup withholding has been terminated.

OR

B.  This Business Unit is a U.S. entity, the number shown above is the entity's Taxpayer Identification Number, and the entity is EXEMPT from backup withholding.

Nonresident Alien Status (if applicable) If all beneficial owners are considered foreign persons under United States tax law, check here and complete and sign the applicable Form(s) W-8.

See separate certification instructions.

**Bank Use Only**

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

Chusystem Verification Required

Business Entity NRF Yes  No

Sole Proprietor  General Partners  Associated/Unincorporated Group Members

Name	Year	State	Name	Year	State
Name	Year	State	Name	Year	State
Name	Year	State	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 BUSINESS IDENTIFICATION	ID TYPE	ID NUMBER	ID ISSUE DATE	ID EXPIRES DATE

Legal Name  
 ADDRESS CITY STATE ZIP

RELATIONSHIP TO Troop/Group, Phone Number

DESCRIPTION OF BUSINESS IDENTIFICATION	ID TYPE	ID NUMBER	ID ISSUE DATE	ID EXPIRES DATE

Legal Name  
 ADDRESS CITY STATE ZIP

RELATIONSHIP TO Troop/Group Phone Number

DESCRIPTION OF BUSINESS IDENTIFICATION	ID TYPE	ID NUMBER	ID ISSUE DATE	ID EXPIRES DATE

Legal Name  
 ADDRESS CITY STATE ZIP

RELATIONSHIP TO Troop/Group Phone Number

DESCRIPTION OF BUSINESS IDENTIFICATION	ID TYPE	ID NUMBER	ID ISSUE DATE	ID EXPIRES DATE

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 \_\_\_\_\_