

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 ENTITY VERIFICATION (Refer to PRO for required business account documentation) **Bank Use Only**

Chesystem 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 SECONDARY IDENTIFICATION	ID NUMBER	ID EXPIRATION DATE	ID ISSUE DATE	ID EXPIRATION DATE	ID ISSUE DATE	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 _____