

Girl Scouts of Western Washington  
**Bank of America**  
**VISA Debit Card Request Form**

- √ The use of Automatic Teller Machine (ATM) and VISA Debit Cards is an extension of GSWW and GSUSA credit and reputation. Volunteers should not use their troop numbers as a pin number, write their pin numbers on the back of the debit card or have the pin numbers written in an obvious manner anywhere.
- √ Only **one VISA Debit Card will be issued per bank account.** All signers on the bank account should have an understanding of this before this request is completed. **All signers requesting a debit card must have a signed Volunteer Financial Acknowledgement on file before the debit card is ordered.**
- √ All changes or questions associated with VISA Debit Card and bank accounts' should be directed to the GSWW Banking Coordinator. Please do not contact Bank of America directly for orders, inquiries and changes to your Girl Scout bank account(s) and VISA Debit Card(s.)

**Responsibilities, Potential Fees and Key Points:**

- Volunteers will be responsible for:
  - All transaction fees accessed by withdrawals and transactions made at other Banks, ATM's and vendors.
  - Troop's traveling internationally can be charged a flat fee for card usage plus an additional percentage of the purchase amount. Currency exchange rates will also factor into account withdrawals.
  - Cash back on transactions leading to: overdrafts, miscommunications and account records keeping issues and errors.
  - Fees associated with lost or stolen debit cards not reported in a timely manner. All lost or stolen debit cards should be immediately reported to the GSWW Banking Coordinator.
- Volunteers should receive their debit cards within 30 days from the date ordered.
- Any replacement cards will need to be requested in writing to the GSWW Banking Coordinator.
- The card cancellations and reorders are done by the GSWW Banking Coordinator.
- Volunteers must not share debit cards and pin numbers.
- It is important for the account records to be up-to-date and available should GSWW staff or Girl Scout members ask to view them. There should always be receipts and supporting documents to confirm debit card usage.
- You can access account transactions by calling Bank of America at 1-800-442-6680; you will need the last four digits of the GSWW's Federal Tax Identification Number, these numbers are **0940**.
- It is suggested to have one signer use the checkbook and the other signer use the ATM debit card. This will allow both volunteers to have access to the funds.
- ATM deposits are a secure method to make deposits when the branch is closed. All deposits (including cash deposits) are opened and processed in dual custody at the bank.

**I understand the above detailed responsibilities, potential fees and key points. I acknowledge the above by providing GSWW with the completed information below.**

Account Signer's *printed* name \_\_\_\_\_ Account Signer's signature \_\_\_\_\_

Girl Scout Position Title: \_\_\_\_\_

Signer's current address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Signer's contact phone number \_\_\_\_\_ Email address \_\_\_\_\_

Service Unit Number \_\_\_\_\_ Troop Number: \_\_\_\_\_ Camp Name \_\_\_\_\_

GSWW Bank of America Account Number \_\_\_\_\_ Date Signed \_\_\_\_\_

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 \_\_\_\_\_