



## Troop/Group Checking Account Signer Application Form

Troop # or Group Name

KeyBank  or Other Bank (Name)

New Account   
or  
Update Account  Current Acct #

Service Unit #

Please list all intended signers for this account  
(minimum of two, maximum of three):

Signer \*1

Signer 2

Signer 3

\*Primary contact - To receive statements

### Signer Information

Name (First & Last)	<input style="width: 95%; height: 25px;" type="text"/>			Role on account
Mailing Address	Building #, Street, Apt, etc.	City	WA	ZipCode
Phone	Email <input style="width: 95%; height: 25px;" type="text"/>			
Birthdate	Online Access <input style="width: 20px; height: 25px;" type="checkbox"/>	If Yes, online access will be issued via the Banking Coordinator once signer status is updated. (KeyBank Only)		

### Important Bank Account Guidelines & Information:

- Savings accounts, Certificates of Deposits (CD's), Money Markets or financial interest bearing accounts are **not permitted** for Girl Scout banking. Programs and activities should be financed through dues, GSWW-sponsored product sales, and approved money-earning activities. Money earned collectively (such as the product sale programs) 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.
- All expenses, reimbursements and debit card transactions should always have supporting receipts and documentation. The use of Automatic Teller Machine (ATM) and Debit Cards is an extension of GSWW and GSUSA credit and reputation. Volunteers should not share debit cards, 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. Bank account signers will be held accountable for **all** financial activity. Girl Scouts staff and/or Service Unit Managers can call for an account audit at any time.
- On-going communication between bank account signers will ensure account activity reconciles with the bank statement monthly.
- Financial status must be regularly discussed among all Troop Leadership, Girls & Parents, to ensure transparency regarding use of troop funds.
- Signers should open monthly statements regularly to ensure no fees have been charged in error.
- All bank account signer requests require a letter from GSWW authorizing use of the council name and ID number for an account. Please do not attempt to take these application forms to your bank to open or change the account.

### Volunteer Acknowledgment: (to be completed by each signer on the account)

By signing this agreement I acknowledge: I have read and understand the basic responsibilities required as a volunteer signer on a GSWW Bank account. I understand that sound financial support is crucial to ensuring girls have opportunities to participate in Girl Scout activities that build girls of courage, confidence, and character. I understand good accounting practices and record keeping are consistent with the Girl Scout Mission Statement and The Promise and Law. I will use the Girl Scout Promise and Law to guide my choices and actions as an example to others. 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 a Girl Scout staff member and be removed as a bank account signer. I understand that I must be a volunteer in good standing to be a signer on a GSWW troop, group or Service Unit bank account.

Signer Name   
(Printed)

Date

Signature

Send completed forms to:

By Mail: Girl Scouts of Western Washington • Banking Coordinator • 5601 6th Ave S, Suite 150, Seattle, WA 98108

By Email/Fax: VolunteerBanking@girlscoutsww.org • Phone: 800-541-9852 • Fax: 877-512-7434



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### Signer Information

Name (First & Last)	<input style="width: 100%; height: 25px;" type="text"/>			Role on account	<input style="width: 100%; height: 25px;" type="text"/>
Mailing Address	Building #, Street, Apt, etc.	City	WA	ZipCode <input style="width: 100%; height: 25px;" type="text"/>	
Phone	Email <input style="width: 100%; height: 25px;" type="text"/>				
Birthdate	Online Access <input style="width: 100%; height: 25px;" type="text"/>		If Yes, online access will be issued via the Banking Coordinator once signer status is updated. (KeyBank Only)		

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