

Opening or Changing a Girl Scout Bank Account

When opening a new account or making changes to a current bank account the first page of this document must be completed and sent to: **ATTN: Finance Dept., Girl Scouts of Northeast Texas, 6001 Summerside Dr., Dallas, Texas 75252; Fax 1.844.965.9126 or e-mailed to baforms@gsnetx.org** prior to submitting any documentation to the bank of your choosing.

Before opening a Girl Scout bank account, choose a bank and obtain a contact person at that bank. Please be sure to check and see if the account will be free or have a minimal monthly charge. While GSNETX does not have a preferred bank for troops and service units, previous and current GSNETX Troops and Service Units have used the following banks to open their accounts:

- Legacy Bank
- Wells Fargo
- Capital One
- Regions Bank
- Citizens National Bank
- BB&T
- Texas Star Bank
- Bank of America
- Woodforest National Bank

As a reminder, the banks listed above are meant to provide you with guidance during your bank search, and you are more than welcome to use a bank not listed on this form.

When completing the first page of this document it is important to understand what the qualifications are for opening an account and becoming a signer. You will find the qualifications below:

- Troop or Service Unit Bank Accounts must be open when:
 - A troop or SU has raised \$100.00, unless those funds are going to be collected and immediately disbursed to GSNETX for registration or an event or,
 - A troop or SU decides to participate in the upcoming Cookie Program.
- There must be a minimum of two signers listed on the account at any time. These signers can be any adult member within the Troop or Service Unit that are not related/married/in a relationship/partnership and do not live in the same household.
- Each signer must meet the following requirements to be an approved signer on a troop or service unit bank account:
 - Have an active Adult Girl Scout Membership for the current membership year
 - Have a current criminal background check on file with GSNETX
 - Have no outstanding balance from the Cookie Program

If any of the signers listed on this form **do not** have the listed qualification's those individuals will be notified directly. A letter of approval will not be sent until all qualifications are met by a minimum of two signers.

If all of the signers listed, **do** meet the listed qualifications you will receive your bank approval letter via e-mail within three to five business days after receiving your request.

If you have, any questions please contact, **Kirsten Howard** at khoward@gsnetx.org or **972.349.2459**.



Opening or Changing a Girl Scout Bank Account

Please complete the following page prior to opening your Troop or Service Unit Bank Account.
 Fax completed form to 1.844.965.9126 for GSNETX approval.

Bank Name			
Bank Address			
City		Zip Code	
Bank Contact Name			
Bank Contact's Phone #		Fax #	
New Account	Update information on existing Account – Acct #		

Account name will be:

Girl Scout Troop accounts...

OR

Girl Scout Service Unit accounts...

Girl Scouts of Northeast Texas

Girl Scouts of Northeast Texas

GS Troop #

GS Service Unit #

The following names will be on the signature card and have access to the account (must be at least two (2) names of persons who are not related to each other or living together). If making changes to an existing account, **please list everyone** who will need to be added, removed, and remain on the account:

1.	Email:	Add Remove Remain as is Change
2.	Email:	Add Remove Remain as is Change
3.	Email:	Add Remove Remain as is Change
4.	Email:	Add Remove Remain as is Change

Bank Account Statements / Notifications go to:

Name	
Address	

If Girl Scout Troop account:

GS Troop Leader's Name			
Phone #		Email:	

If Girl Scout Service Unit account:

GS Service Unit Manager's Name	
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Troop/SU Bank Account Registration Form
2016 Troop Registration / 2017 Cookie Program

After you've been approved by GSNETX and opened your Troop/SU bank account complete the following form – use our secure fax number or mail to our address below. Due to security concerns, we cannot accept forms sent via email - the form contains sensitive account information. Register your account and/or record your changes; **this form must be signed by all authorized Check/Bank Signers for the Troop/SU.** Complete and return to GSNETX before 12/31/2016 to ensure time for processing.

Troop #: Service Unit #: Type of Account: Checking or Savings
Bank Routing #: Account #:

**ATTACH VOIDED CHECK OR ROUTING
VERIFICATION FROM BANK
DO NOT ATTACH DEPOSIT SLIP**

This form is to be used by all GSNETX Troops and Service Units to register their bank account with GSNETX and authorizes GSNETX to perform ACH debit transactions during the 2016-2017 GSNETX Cookie program.

Troop/SU acknowledges and agrees to:

- 1. Set up Troop/SU account using the GSNETX Council tax id number.
- 2. Work closely with GSNETX to pay all amounts due to GSNETX in any manner agreed to by both parties.
- 3. Accept responsibility for depositing sufficient funds in Troop/SU bank accounts to cover these debts and will be responsible for any resulting non-sufficient funds (NSF) charges.
- 4. Expressly authorizes GSNETX to repeat e-payments that fail for any reason.

Signature: _____

Signature: _____

Printed Name:

Printed Name:

Position:

Position:

Phone:

Phone:

Date:

Date:

Please fax completed form to 1.844.965.9126
Or mail to ATTN: Finance, 6001 Summerside Drive, Dallas, TX 75252
For security purposes, please do not send sensitive information by email.