

# Troop Bank Account Quick Reference

## Recommended Banks

First Choice: **Associated Bank**

Second Choice: Citizens Bank, Chase, Wells Fargo, BayLake, Bank Mutual, or M & I Bank

Third Choice: Please check with your Membership Manager at the service center nearest to you if one of the above banks does not meet your needs.

## When you go to set up a troop account, be sure to bring:

- The corporate resolution
- The federal ID number

## Your bank account *must* be titled:

Girl Scouts of the Northwestern Great Lakes, Inc. Troop # (or Service Area) \_\_\_\_\_

## Checks must have **ONLY** the two following pieces of information printed on them:

- First line: Girl Scouts of the Northwestern Great Lakes, Inc.
- Second line: Troop # XXXX (your four-digit troop number,) **OR** Service Area \_\_\_\_\_ (Name) \_\_\_\_\_.

Do *NOT* put your name, address, the name of your school, or anything else on the checks. Do NOT put "Troop #XXX from Service Area or School XXX," as troop numbers and service areas may change over time. Please remind the bank to send all monthly statements to the designated name on the account.

## Council Federal ID Number

The bank requires a taxpayer identification number to open an account. Because this is a troop or service area account and NOT a personal account, **the taxpayer ID number associated with the account will be the council's Federal (or Employer) Tax ID number, 39-1016314.** *DO NOT* put your social security number on the bank account. Some banks may ask you for your social security number for identification purposes.

## Signers

Each bank account must have a minimum of two signers on it. The signers **MUST** be registered adult members of that troop or service area. In the past, some of the legacy councils required a staff or service area manager signature on each account. We are discontinuing this practice, effective immediately.

## The Corporate Resolution

You will need the corporate resolution to open a new bank account or to change an existing account. All financial institutions require an IRS W9 form when opening a new *personal or commercial* bank account. This form tells the bank to what taxpayer the interest income should be reported. As a Girl Scout troop or service area, you are tax exempt, and therefore a W9 is not required for the account. However, you **MUST** give the bank the Corporate Resolution in lieu of the W9 form. The Corporate Resolution "tells" the bank that the account is tax exempt, and allows the council to have oversight on all accounts opened in the name of Girl Scouts.

**Council Federal ID #  
39-1016314**

Use this number when opening or changing a troop or service area bank account.