



Girl Scouts.

Girl Scouts of the Northwestern Great Lakes, Inc.

OPENING TROOP AND SERVICE AREA BANK ACCOUNTS

Quick Reference

In this packet:

- *Corporate Resolution
- Troop Bank Account Form
- Frequently Asked Questions

* You will need this Resolution to open a new bank account or to change an existing account.

Use this number when opening a troop or Service Area bank account.

**Council Federal ID #
39-1016314**

Your bank account *must* be titled:

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

- Do NOT include your name, address or school/Service Area information on your checks!

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.

Girl Scouts of the Northwestern Great Lakes, Inc.
PO Box 9427
Green Bay, WI 54308-9427

www.gsnwgl.org

Appleton Service Center

4693 N. Lynndale Dr.
Appleton, WI 54913
920.734.7069

Eau Claire Service Center

4222 Oakwood Hills Parkway
Eau Claire, WI 54701
715.835.5331

Green Bay Service Center

2430 Finger Rd.
Green Bay, WI 54302
920.469.4860

Marquette Service Center

131 W. Washington St. Suite C
Marquette, MI 49855
906.225.8020

Wisconsin Rapids Service Center

3910 Chestnut St.
Wisconsin Rapids, WI 54494
715.423.6360

Schofield Service Center

3511 Camp Phillips Rd.
Schofield, WI 54476
715.355.9850



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FAQ's About Troop and Service Area Bank Accounts

Because of the large geographic area of Girl Scouts of the Northwestern Great Lakes and the differences in the practices of the over 220 different banking institutions holding troop and Service Area bank accounts, it is likely that some of the procedures may vary from one financial institution to another. In this packet we have tried to generalize about the procedures for opening your account, but please contact your specific institution for their requirements. If you need additional information, please contact your Membership Manager at the Service Center closest to you (see the front page for contact information).

Q: Do we have to have a Service Area or troop bank account?

All troops are required to have their own checking accounts. All monies received in the name of the troop must be deposited in the troop checking account. In order for a Service Area to receive its Service Area allocation from the Council it must have a Service Area checking account.

Q: Do I have to turn in another Troop and Service Area Bank Account Record form?

No! If you properly updated your account last year with the new name (Girl Scouts of the Northwestern Great Lakes, Inc.), the new tax ID number and new four-digit troop number AND you turned in a Troop and Service Area Bank Account Record form, you do not need to complete the form again.

If you are opening a new troop or Service Area account, you must complete a Troop and Service Area Bank Account Record form (attached), including a voided deposit ticket and turn it in to a Service Center or your Membership Manager.

Q. What documents do I need to present in order to open an account?

The only document you need is the new Corporate Resolution, contained in this booklet. Your financial institution may require other forms. You do NOT need to fill out an IRS W9 form, since the account is tax exempt.

Q. Who will be responsible for any costs that may be involved in opening a new account?

There may be costs in opening your account due to the purchase of new checks. It is our recommendation that any costs associated with opening a new account be included in your troop budgeting process and the troop dues you determine. We also recommend that if necessary, you purchase the minimum amount of checks possible, and that you find the least expensive source of checks as possible.

Q. Can we use a debit card instead of checks?

Yes! We heard you! You CAN now use debit cards. As with all transactions with your troop bank account, be sure you keep adequate receipts for your debit card transactions.

Q. What information should be printed on our checks?

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, NOT to the Council.

Q. Who are the signers on the account?

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. You should **NOT** have a Council staff representative or the Service Area Manager as a signature on the account.

Q. Do I have to fill out a W9 form?

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.

Q. The bank wants to put my social security number on the account. What should I do?

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.

Q. Are there specific banks or financial institutions we should use?

When opening a new account, ***the first choice of financial institutions is Associated Bank.***

This is our Council’s corporate bank and they will provide special assistance to Girl Scout troops and Service Areas. However, the Council recognizes the fact that Associated Bank does not have branch offices in every part of the Council’s jurisdiction. If there is not a branch of Associated Bank in a location convenient for you, we recommend selecting from the following institutions:

- Wells Fargo
- Citizens
- Bank Mutual
- M & I Bank
- BayLake
- Chase

If none of these are convenient for you, you may select another institution, but please check with your Membership Manager before choosing an alternate institution.

Additional copies of the following forms may be found at

www.gsnwgl.org



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TROOP/SERVICE AREA BANK ACCOUNT RECORD

Every new troop must complete this form within four (4) weeks of setting up their bank account. Every troop must have a completed copy of this form on file with the Council. Returning troops who already have a completed copy on file and turned in an Annual Troop/Group Financial Report do not need to complete this form.

Troop #	Membership Year	Date Completed
Service Area	School	
Primary Name on the Account	Address	
City/State/Zip		
Phone: Day ()	Evening ()	Cell ()
Email		
Financial Institution Name	Account #	Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other _____
List all names authorized to sign on the account	1. 2. 3.	

*Please attach a voided check or savings deposit ticket for deposits of troop proceeds or financial grants directly into your account.