

BANK ACCOUNT INFORMATION

P.O. Box 27540, Philadelphia, PA 19118

Every Girl Scout troop and every service unit is required to maintain a bank account. Troop leaders must submit this form to the volunteer Service Unit Manager by October 1 each new membership year. Service Unit Managers are to submit this form to the staff Membership Manager by October 1st of each new membership year.

The Council IRS Tax Identification number needed to open a Girl Scout bank account is 23-1352309.

Each bank account is to read: Girl Scouts of Eastern PA, Troop: _____. An address may be added to checks. Account statements are to go to the troop leader or troop treasurer. ***Please do not have your statements mailed to a Council service center.***

Every account must have more than one signature, one of which is a non-related individual. Every account must include the signature of the volunteer Service Unit Manager or volunteer Service Unit Treasurer. Only one signature is needed on checks.

Each spring, a financial end of year report must be completed and submitted to the volunteer Service Unit Manager. A copy of the most recent bank account statement should be attached to this report. Receipts from troop finances are to be kept with troop records and not submitted with the report.

For more information refer to Safety-Wise® pages 26 and 29.

BANK ACCOUNT INFORMATION FORM

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Only one account per form please. Troop Account or Service Unit Account

Troop Number: _____ Service Unit: _____

Service Unit Number: _____ Service Unit Name: _____

Name of Account (as it appears on bank records): _____

Bank Name: _____ Branch: _____

Type of Account: Checking Savings _____ Account Number: _____

Names on account authorized to issue checks and withdraw funds:

1. _____ Position: _____

2. _____ Position: _____

3. _____ Position: _____

4. _____ Position: _____

Year account opened: _____ Today's Date: _____