

TROOP BANK ACCOUNT REQUEST

	Request	Account #
	Open a New Account	
	Make Changes to Account	
	Close Account	

Bank Name: _____ Bank Contact Person: _____

Bank Phone #: (_____) _____ Bank Fax #: (_____) _____

We are requesting that your banking facility fulfill the above request for Girl Scouts of Western Ohio's Troop #: _____

Do not issue ATM cards to Girl Scouts of Western Ohio's troop accounts.

The Signers On This Account Will Be:

*For security, identification purposes, and to release information over the telephone, we ask that you provide us with the following information for all authorized signers on your new checking account. **Please Note:** Only the bank and Girl Scouts of Western Ohio's Finance Director will view this information.*

Name (Please Print): _____ Date of Birth: _____

Address: _____

Phone: _____

Social Security #: _____ Mother's Maiden Name: _____

Position/Relationship to Organization: _____ Driver's License #: _____

Name (Please Print): _____ Date of Birth: _____

Address: _____

Phone: _____

Social Security #: _____ Mother's Maiden Name: _____

Position/Relationship to Organization: _____ Driver's License #: _____

Name (Please Print): _____ Date of Birth: _____

Address: _____

Phone: _____

Social Security #: _____ Mother's Maiden Name: _____

Position/Relationship to Organization: _____ Driver's License #: _____

Please Mail Bank Statement To:

Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Our Tax ID# is 31-0679091. Please refer to this ID number only in regard to banking transactions on this account.

SIGNATURE CARD



SIGNATURE CARD

TERMS AND CONDITIONS

Bank Name: _____ Bank Contact Person: _____

Bank Phone #: (____) _____ Bank Fax #: (____) _____

Name GIRL SCOUTS OF WESTERN OHIO TROOP #		Account No. (Blank to Complete)	
Street Address		Type	
City and State		Zip	
Home Phone		Work Phone	
Tax ID or S.S. Number 31-0679091		<input type="checkbox"/> NEW <input type="checkbox"/> ADD <input type="checkbox"/> REPL	
Ownership	Opened By	BC No.	Date
Non Profit [501©(3)]			
THE UNDERSIGNED AGREES TO THE TERMS AND CONDITIONS AT THE RIGHT.			

1. The terms and conditions stated herein, together with resolutions or authorizations which accompany this signature card, if applicable, and the Rules, Regulations, Agreements, and Disclosures of Bank constitute the Deposit Agreement ("Agreement") between the individual(s) or entity(ies) named hereon ("Depositor") and the Bank.

2. This Agreement incorporates the Rules, Regulations, Agreements, and Disclosures established by Bank from time to time, clearing house rules and regulations, state and federal laws, recognized banking practices and customs, service charges as may be established from time to time and is subject to laws regulating transfers at death and other taxes.

3. All signers hereby agree that the above named bank is authorized to act as a depository under the terms and conditions of the Agreement.

4. Bank is authorized to recognize the signatures executed hereon in such numbers as indicated, for the withdrawal of funds or transactions of any other business regarding this account until written notice to the contrary is received by Bank.

5. In the case of overdraft or overpayment on this account, whether by error, mistake, inadvertence or otherwise, the amount of such overdraft or overpayment shall be immediately paid to the Bank.

6. Depositor acknowledges and agrees that Bank, for itself and as agent for any affiliate of this Bank, is granted a security interest in, and may, at any time, set off, against any balance in this account, any debt owed to Bank by any person having the right of withdrawal or any debt owed to Bank by any entity listed under the Account Title. A debt includes, but is not limited to, an obligation owing to Bank, whether now existing or hereafter acquired by Bank whenever payable and without regard to whether arising as maker, drawer, endorser, or guarantor.

7. All signers agree to the Terms and Conditions set forth hereon, acknowledge receipt of a copy of the Rules and Regulations, Agreements, and Disclosures of Bank, and agree to the terms set forth therein.

(Two Signatures are Required)	Non-U.S. Person? *	Senior Foreign Official? **
X _____ Printed Name	Yes or No <input type="checkbox"/> Yes <input type="checkbox"/> No	Yes or No <input type="checkbox"/> Yes <input type="checkbox"/> No
X _____ Printed Name	Yes or No <input type="checkbox"/> Yes <input type="checkbox"/> No	Yes or No <input type="checkbox"/> Yes <input type="checkbox"/> No
X _____ Printed Name	Yes or No <input type="checkbox"/> Yes <input type="checkbox"/> No	Yes or No <input type="checkbox"/> Yes <input type="checkbox"/> No
US Patriot Act Requirements * 1. Are you a Non-U.S. person with more than \$500,000 on deposit or invested with this Bank? **2. Are you a Senior Foreign Official of a government branch, military branch, political party, foreign government-owned company, or a close personal or professional associate of one of these persons?		
Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) and, 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding. Certification Instructions - You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return.		
X _____	X _____	

COPY 1: Bank

COPY 2: Check Processing

TROOP SERVICE UNIT CHECKING ACCOUNT PROCEDURES

Girl Scouts of Western Ohio has established with several area banks, a process to provide Troops and Service Units with **Non-Profit Checking** accounts having no monthly service charges; and to simplify the document requirements resulting from the Patriot Act. Outlined below are the procedures to open, change and close a Troop or Service Unit checking account.

OPENING A NEW CHECKING ACCOUNT

When a new troop is established, **the leader and at least one other adult actively registered with Girl Scouts of Western Ohio** must complete the two forms required to open a new checking account – one signer will hold the checkbook, while the other receives the statements (refer to the Finance section of the *Volunteer Resources Guide*). These forms are available from Girl Scouts of Western Ohio or can be printed from the website. The originals of these forms are submitted to the bank you have chosen for your account – refer to list below. Banks require original signatures.

TROOP BANK ACCOUNT REQUEST (form)

- Indicate that you are opening a new account – the bank will furnish the account number.
- Select the bank you will be using from the list below.
- Supply your Troop or Service Unit number – the name on all accounts must be **“Girl Scouts of Western Ohio Troop # _____”**.
- Each of the signers must complete the area under “Signers on This Account”. Please print clearly.
- Indicate where the Bank Statements are to be mailed. This must be the signer not controlling the checks (this procedure safeguards the girls’ monies).

SIGNATURE CARD (form)

- Indicate the bank you plan to use.
- Complete the Troop or Service Unit number and mailing information – the bank will furnish the account number.
- Again, we need the signature of the two signers and they must check the boxes behind the signature line, and initial the lines at the bottom of the page. NOTE: Bank may request to see valid Driver’s License.
- Copies of the completed forms including account number are to be mailed to Girl Scouts of Western Ohio, Finance Department, 4930 Cornell Road, Cincinnati, OH 45242-1804.

CHANGING AN EXISTING CHECKING ACCOUNT

When changes need to be made to existing accounts the procedure is much the same – both forms must be completed including the account number and any changed information, i.e., address, signer information, etc. Changes can be made directly with your bank.

CLOSING A CHECKING ACCOUNT

When a troop has made the decision to disband, the troop’s treasury should follow the girls that remain Girl Scouts to their new troops (the funds should be distributed proportionally if the girls do not move to the same troop.) If none of the girls chose to remain active in the Girl Scout program, the remaining funds must be returned to Girl Scouts of Western Ohio for use in the Financial Assistance Fund. A final **Troop Finance Report must be completed** along with a Troop Bank Account Request marked “close account” with the top portion of the form complete (be sure to include account number).

BANKS WITH ESTABLISHED PROCEDURES FOR OPENING A GIRL SCOUT CHECKING ACCOUNT

(Branches opening new accounts should use contact **information** below for information).

Charter One Bank – Contact Denise Fitch, 419-242-6131 with questions.

Fifth Third Bank – Contact Ashley Born, 513-534-5179, Fax: 513-534-3401 with questions.

National City Bank – Contact Johnda Keuffer, 513-563-0395, ext. 21773 with questions.