



Do you need to open a Girl Scout bank account? This document will provide instructions to assist you!

First, let's decide what type of account you are going to need:

If you are responsible for Girl Scout finances, you will need to open a **Troop, Community, Region, or Group Bank Account**. At least two signers are required for the GSSJC member bank account. Before heading out to a bank, please confirm that the following items are complete and in the hands of Council for each signer:

You are a Volunteer in good standing

- a. Current Membership registration
- b. No debt to Council
- c. Criminal background check is approved.
- d. Troop leader has taken required training

If you are not sure of the status of these items, please contact our Customer Service Department at 713-292-0300 or customerservice@sigs.org.

All done? Great! Now let's identify a Girl Scout friendly bank close to you. We currently have agreements with Amegy Bank and PNC Bank. Just let them know you are opening a Girl Scout account and you will receive free checking and a free debit card. We are currently visiting with other banks so that we can get coverage throughout the Council area. If you know of a bank in your area that will offer these free services for Girl Scout accounts, please contact the Council Customer Service Department and they will pass the information on.

Wait! You will need a few more items before you grab your car keys!

First — an Appointment Letter: You must have an appointment letter to open an account. This letter is mailed or e-mailed to you once Council completes the appointment process. If you have not yet received this letter, please contact our Customer Service Department at 713-292-0300 or customerservice@sigs.org.

Second — Form W-9 (Request for Taxpayer Identification Number and Certification): This form has been partially pre-populated with Council's Tax Identification Number. GSSJC requires that bank accounts be opened with the local council TIN number because Troop/Group/Region/Community accounts are considered subordinate accounts of GSSJC for the purpose of supplying a taxpayer identification number.

So, here is what you need to add to the form:

Please complete the W-9 form with the name and address of the primary account signer. Fill in the business name on the W-9 with the applicable information:

- Girl Scouts of San Jacinto Troop #, or
- Girl Scouts of San Jacinto Community # and name, or
- Girl Scouts of San Jacinto Region # and name, or
- Girl Scouts of San Jacinto Group

Fill in the address where the statement will be mailed.

*It is strongly recommended that monthly bank statements be mailed to a secondary account signer or someone other than the primary account signer who will reconcile the bank statement. If using online banking, all signers need access to the online account.

DO NOT USE the GSSJC address as the mailing address for the bank account!

Typically, banks open Girl Scout accounts as association or small business accounts. Some banks will also require personal information for verification procedures. It is a good idea to contact the specific bank you will be using to see what documentation is required. You should not open a corporate bank account, as the account will not have corporate signers. You do not need a corporate resolution or bylaws to open the account.

Within 5 days of opening the account, submit the bank registration along with a voided check or a bank document containing the same information as a voided check may be substituted. **To register the account electronically**, visit the [Online Community](#) under your level resources group click the BankInfo tab. **To register the account by paper**, complete and return the *Registration of Bank Account and ACH Debit/Credit Acknowledgement form (F-36)* to:

Girl Scouts of San Jacinto Council
Attention: Adriene Crosby
3110 Southwest Freeway, Houston, TX 77098
Fax 713-292-0350
E-Mail: acrosby@sigs.org

Original to Adriene Crosby & 1 copy to Community Financial Specialist or Council Representative

If you have questions or need assistance, please contact your Community Financial Specialist or the GSSJC Customer Service Department at 713-292-0300 or customerservice@sigs.org.

