

GSSNV Banking Form Opening or Changing a Girl Scout Bank Account

When opening a new account or making changes to a current bank account the next page of this document must be completed and sent to: **ATTN: Membership Support, Girl Scouts of Southern Nevada, 2941 Harris Avenue, Las Vegas, NV 89101** or e-mailed to customerservice@girlscoutsnv.org prior to submitting any documentation to the bank of your choosing.

Before opening a Girl Scout bank account, choose a bank and obtain a contact person at that bank. Please be sure to check and see if the account will be free or have a minimal monthly charge. GSSNV does not have specific banks for Troops or Service Units.

When completing the next page of this document it is important to understand what the qualifications are for opening an account and becoming a signer. You will find the qualifications below:

- Troop/Group or Service Unit Bank Accounts must be open upon organization.
- There must be a minimum of two signers listed on the account at any time. These signers can be any qualified adult member within the Troop/Group or Service Unit that are not related/married/in a relationship/partnership and do not live in the same household.
- Each signer must meet the following requirements to be an approved signer on a troop or service unit bank account:
 - Have an active Adult Girl Scout Membership for the current membership year
 - Have a current criminal background check on file with GSSNV
 - Have no outstanding balance from product sales programs
 - Be a Member in good standing

If any of the signers listed on this form **do not** have the listed qualification's those individuals will be notified directly. A letter of approval will not be sent until all qualifications are met by a minimum of two signers.

If all of the signers listed, **do** meet the listed qualifications you will receive your bank approval letter via e-mail within 10 business days after receiving your request.

If you have, any questions please contact us at
customerservice@girlscoutsnv.org or **702.385.3677**.



GSSNV Banking Form Opening or Changing a Girl Scout Bank Account

Please complete this page prior to opening your Troop or Service Unit Bank Account.
E-mail the completed form to customerservice@girlscoutsnv.org for GSSNV approval.

| | | | |
|-------------------------------|--|-----------------|--|
| Bank Name | | | |
| Bank Address | | | |
| City | | Zip Code | |
| Bank Contact Name | | | |
| Bank Contact's Phone # | | | |
| Bank Contact's E-Mail | | | |

| | |
|---|---|
| <input type="checkbox"/> New Account | <input type="checkbox"/> Update Information on Existing Acct # |
|---|---|

Account name will be:

If Girl Scout Troop Account

Girl Scouts of Southern Nevada, Troop #

OR

If Service Unit Account

Girl Scouts of Southern Nevada, Service Unit #

The following names will be on the signature card and have access to the account (must be at least two (2) names of persons who are not related to each other or living together). If making changes to an existing account, **please list everyone** who will need to be added, removed, and remain on the account:

| | | | |
|----|--------|--------------------------------------|------------------------------------|
| 1. | Email: | <input type="checkbox"/> Add | <input type="checkbox"/> Remove |
| | | <input type="checkbox"/> Update Info | <input type="checkbox"/> No Change |
| 2. | Email: | <input type="checkbox"/> Add | <input type="checkbox"/> Remove |
| | | <input type="checkbox"/> Update Info | <input type="checkbox"/> No Change |
| 3. | Email: | <input type="checkbox"/> Add | <input type="checkbox"/> Remove |
| | | <input type="checkbox"/> Update Info | <input type="checkbox"/> No Change |
| 4. | Email: | <input type="checkbox"/> Add | <input type="checkbox"/> Remove |
| | | <input type="checkbox"/> Update Info | <input type="checkbox"/> No Change |

Bank Account Statements/Notifications go to:

| | |
|---------|--|
| Name | |
| Address | |

Troop Leader / Service Unit Manager Contact Information

| | |
|--------|--|
| Name | |
| Phone | |
| E-mail | |



Girl Scout Bank Account Membership Support ACH Authorization Form

After you've been to the bank and opened an approved GSSNV Troop/SU/Group bank account, complete the [Digital Form](#).

This form is to be used by all GSSNV Troops, Groups and Service Units to register their bank account with the GSSNV Membership Department and authorizes GSSNV to perform ACH debit transactions.

Troop/Group/SU acknowledges and agrees to:

1. Set up Troop/SU account using the GSSNV Council Tax ID number.
2. Work closely with GSSNV to pay all amounts due to GSSNV in any manner agreed to by both parties.
3. Accept responsibility for depositing sufficient funds in Troop/SU bank accounts to cover these debts and will be responsible for any resulting non-sufficient funds (NSF) charges.
4. Expressly authorizes GSSNV to repeat e-payments that fail for any reason.

This form must be submitted within 5 business days of opening/making changes to your account

Please Note:

Troops & Service Units must submit annual GSSNV Product Program ACH Authorizations to participate in Fall Product and Cookie Product Programs.