



Opening or Changing a Girl Scout Bank Account

When opening a new account or making changes to a current bank account the first page of this document must be completed and sent to: *ATTN: Finance Dept., 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. While GSSNV does not have a preferred bank for troops and service units, current GSSNV Troops and Service Units have used the following banks to open their accounts:

Wells Fargo

Nevada State Bank

US Bank

As a reminder, the banks listed above are meant to provide you with guidance during your bank search, and you are more than welcome to use a bank not listed on this form.

When completing the first 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 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 adult member within the Troop 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

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, **Customer Service @ customerservice@girlscoutsnv.org or 702.385.3677.**



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Please complete the following page prior to opening your Troop or Service Unit Bank Account.
E-mail 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 #
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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 ACH Authorization Form

After you've been approved by GSSNV and opened your Troop/SU bank account, complete the following form – please use our secure upload portal, fax number, or mail to our address below.

Due to security concerns, we cannot accept forms sent via email - the form contains sensitive account information. Register your account and/or record your changes; **this form must be signed by all authorized Check/Bank Signers for the Troop/SU**. Complete and return to GSSNV.

Troop #: _____ Type of Account: Checking
Service Unit #: _____
Account #: _____
Bank Routing #: _____

**ATTACH VOIDED CHECK OR ROUTING
VERIFICATION FROM BANK
DO NOT ATTACH DEPOSIT SLIP**

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

Troop/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.

Signature: _____
Name (printed): _____
Position: _____
Phone: _____
Date: _____

Signature: _____
Name (printed): _____
Position: _____
Phone: _____
Date: _____

***Please upload completed form to
<https://app.smartsheet.com/b/form?EOBCT=76b4f28f8a67413db6397a465ff24c78>, fax completed
form to 702.385.9278 or send via mail to Attn: Finance, 2941 Harris Ave, Las Vegas, NV 89101***