



359 Perry Rd Ste B | Bangor, ME 04401-6723  
138 Gannett Dr | South Portland, ME 04106

888-922-4763 | girlscoutsofmaine.org

# Service Unit Bank Information Form

For new service units creating accounts, and changes to existing service unit accounts

## Service unit banking information

Service unit # \_\_\_\_\_ Service Unit \_\_\_\_\_

Depository (Bank) Name \_\_\_\_\_ Branch \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Transit ABA NO. \_\_\_\_\_ Account NO. \_\_\_\_\_

Please CHECK which type of account the service unit has:  Checking  Savings

Bank personnel information:

Sign \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

## Authorized signers for the account

*Note: Signers on accounts must be approved and trained volunteers of GSME, and registered with the service unit for the current membership year. Each service unit account must have at least two signers (who are unrelated).*

### SIGNER #1

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

### SIGNER #2

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

## Authorization agreement

I(we) hereby authorize Girl Scouts of Maine (GSME) to withdraw, deposit, or make any necessary entries and adjustments to my (our) bank account listed on this form.

This authority is to remain in effect until GSME has received notice, in writing from either authorized signer, of its termination in enough time and in such a way to give GSME and the bank a reasonable opportunity to act on it.

I (we) understand that it is my (our) responsibility to notify GSME if funds will not be available on the scheduled withdraw date, and that if we do not notify GSME, it may result in fees being assessed to my (our) account due to insufficient funds.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return form and a copy of voided check or bank letter to:**

Girl Scouts of Maine | 138 Gannett Drive | South Portland, ME 04106

or email to [customer-care@gsmaine.org](mailto:customer-care@gsmaine.org)

Please turn page over

## Information for co-signers and bank personnel

### Before opening an account:

**CO-SIGNERS:**

- Bring this form and your service unit Bank Letter to the bank with you.
- All signers must be approved, trained, and registered Girl Scout Volunteers. All accounts must have two unrelated signers.
- One volunteer is responsible for signing service unit checks or holding the service unit debit card. The other volunteers will receive and reconcile monthly bank statements.
- Your bank will require proper identification from each signer to open your account.
- Fill in your service unit number for the bank in the space provided below.

**BANK PERSONNEL:**

- Please accept the service unit Bank Letter as verification that the volunteers have fulfilled the requirements to be account signers.
- Girl Scouts of Maine requires two unrelated co-signers for each service unit account.
- Open the account in the name of Girl Scouts of Maine, Inc. service unit # \_\_\_\_\_
- Use the Girl Scouts of Maine tax identification number: 01-0269802
- Provide the leaders with their new ABA and Account # on bank letterhead so they can return it to us with this form.

**PLEASE NOTE:** Girl Scouts of Maine, Inc., conducts random reviews of troop and service unit bank accounts.

## Front of form must be completed and returned to GSME:

Please return to: GSME | 138 Gannett Drive | South Portland, ME 04106  
or email to [customer care@gsmaine.org](mailto:customer care@gsmaine.org)

## FOR OFFICE USE ONLY

**SERVICE UNIT**

Approved by VSS: \_\_\_\_\_ Date: \_\_\_\_\_  
Date entered to **AP:** \_\_\_\_\_

**EXISTING SERVICE UNIT  
INFORMATION CHANGE**

Approved by VSS: \_\_\_\_\_ Date: \_\_\_\_\_  
Date updated in **AP:** \_\_\_\_\_

**DISBANDING SERVICE UNIT**

Account closed on: \_\_\_\_\_  
Removed from **AP:** \_\_\_\_\_