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Service Unit Bank Information Form

For creating new accounts and making changes to existing Service Unit accounts

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, registered Girl Scout volunteers and current members of the Service Team
- The Service Team Treasurer works with the Service Unit Manager (or another member of the Service Team as appropriate) to oversee Service Unit finances. The Treasurer monitors the Service Unit bank account, reports to the Service Team with budget updates, and provides additional finance information as requested.
- 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 an account signer.
- 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 volunteers with the new ABA and Account # on bank letterhead. They will return it to us with this form.

SERVICE UNIT BANKING INFORMATION

Service Unit # _____ Service Unit Name _____

Depository (Bank) Name _____ Branch _____

City _____ State _____ Zip _____ Phone _____

TRANSIT ABA NO. _____ ACCOUNT NO. _____

Please CHECK which type of account the troop has: Checking Savings

AUTHORIZED SIGNERS FOR THE ACCOUNT

Note: Signers on Service Unit accounts must be approved, trained, and unrelated GSME Service Team volunteers who are registered for the current membership year. Each Service Unit account must have at least two signers.

SIGNER #1

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email _____ Cell Phone _____

SIGNER #2

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email _____ Cell Phone _____

PLEASE TURN PAGE OVER

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.

Please CHECK which type of account the troop has: Checking Savings

**Please attach copy of voided check
OR
a letter from the bank providing
the bank's ABA routing and
account numbers.**

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

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

Both sides of this form MUST be completed.

Please return to: Attention: Volunteer Support

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

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FOR OFFICE USE ONLY

SERVICE UNIT NEW BANK ACCOUNT

Approved by VSS: _____ Date: _____

Date entered to AP: _____

SERVICE UNIT EXISTING BANK ACCOUNT INFORMATION CHANGE

Approved by VSS: _____ Date: _____

Date updated in AP: _____