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138 Gannet Dr | South Portland, ME 04106

888-922-4763 | girlscoutsofmaine.org

Troop Bank Information Form

For new troops creating accounts, and changes to existing troop accounts

Information for co-signers and bank personnel

Before opening an account:

CO-SIGNERS:

- Bring this form and your Troop 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 troop checks or holding the troop 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 troop number for the bank in the space provided below.

BANK PERSONNEL:

- Please accept the Troop 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 troop account.
- Open the account in the name of Girl Scouts of Maine, Inc. Troop # _____
- 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.

Troop banking information

Troop # _____ Service Unit _____

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 accounts must be approved and trained volunteers of GSME, and registered with the troop for the current membership year. Each troop 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 _____

Please turn page over

Troop # _____

SU _____

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: GSME | 138 Gannett Drive | South Portland, ME 04106

FOR OFFICE USE ONLY

NEW TROOP, *issue troop startup funds*

Approved by VSS: _____ Date: _____

Date entered to **AP**: _____

EXISTING TROOP INFORMATION CHANGE

Approved by VSS: _____ Date: _____

Date updated in **AP**: _____

DISBANDING TROOPS

Account closed on: _____

Removed from **AP**: _____