



**OPENING A BANK ACCOUNT/
MAKING CHANGES TO AN
EXISTING TROOP/SERVICE
UNIT ACCOUNT**

Girl Scouts of Silver Sage
8948 W. Barnes St.
Boise, ID 83709
(208) 377-2011 or (800) 846-0079
www.girlscouts-ssc.org
customercare@girlscouts-ssc.org

Required General Information. This section to be used for either Troop or Service Unit use.

Troop # _____ OR Service Unit # _____
Troop Leader or Service Unit Manager Name _____
Mailing Address _____
Email Address _____ Phone _____

All Troops or Service Unit checking accounts are required to be business checking accounts and have the council's EIN number. Personal accounts opened with personal Social Security numbers are NOT allowed.

Please complete the information in the appropriate section.

To Open a New Troop/Service Unit Account:

Our Council works with several preferred banks, i.e., Idaho Central Credit Union, US Bank, Horizon Credit Union, DL Evans Bank, and First Interstate Bank. If none of these banks are in your area, you may submit a request for approval for a different bank on this form. Prior to opening an account, our Council office will need the following information from you and will send a Letter of Authorization directly to the bank to open the account. Once the letter is sent, you will be notified and are expected to follow up with the bank directly. Please do NOT go to the bank until you receive the notification of approval from our Council. The bank will not be able to help you without the proper submitted documentation from Council.

Please complete the following:

Name of Bank _____
Mailing Address _____
Contact Person At Bank _____
Phone _____ Email _____
Signer 1: (Print Name) _____
Signer 2: (Print Name) _____
Signer 3: (Print Name) _____

To make changes to an existing bank Account: Making Signer Changes OR Close Account

You may be a Leader or Service Unit member who is taking over an existing Troop/Service Unit and Troop/Service Unit Bank Account, making signer changes, or closing the account.

Are you closing this account? Circle yes/no

Please complete the below section. The Council office is required to send the bank a new Letter of Authorization before changes are made to the account. Please do NOT go to the bank until you receive Council's notification of approved changes.

Name of Bank _____ Account# _____

Mailing Address _____

Contact Person At Bank _____

Phone _____ Email _____

Remove these signers:

(Print Name) _____

(Print Name) _____

(Print Name) _____

Add these Signers:

(Print Name) _____

(Print Name) _____

(Print Name) _____

Keep these Signers:

(Print Name) _____

(Print Name) _____

(Print Name) _____

General Instructions

Return this form via email: customercare@girlscouts-ssc.org OR Mail:

Attention: Customer Care

Girl Scouts of Silver Sage

8948 W Barnes St

Boise, ID 83709

If you have any questions, please contact Customer Care at (208) 377-2011 or (800) 846-0079

Please Note: There MUST be a minimum of two (2) unrelated signers on the account. All signers on Troop/Service Unit Checking Accounts must be approved volunteers, who are unrelated. To be considered an approved volunteer, the individual must:

- Be a registered Adult Girl Scout for the current membership year
- Have successfully completed a Girl Scouts of Silver Sage background check (within the last 5 years)

Your Membership Manager will verify that these requirements have been met prior to issuing the appropriate authorization.